



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 22, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) October 7, 2019 Committee of the Whole Meeting (See Page 15)
 - b) October 8, 2019 Committee of the Whole Meeting (See Page 17)
 - c) October 8, 2019 Regular Meeting (See Page 19)
 - d) October 15, 2019 Committee of the Whole Meeting (See Page 39)
 - e) October 17, 2019 Committee of the Whole Meeting (See Page 42)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2019-0233: A Resolution appointing Monica Houston, upon her taking the oath of office, to serve as Director of Internal Auditing of Cuyahoga County for an unexpired term ending 6/30/2020; and declaring the necessity that this Resolution become immediately effective. (See Page 45)

Sponsors: Council President Brady on behalf of County Audit Committee

b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2019-0234: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 52)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

c) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2019-0212: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 158)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

d) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2019-0011: An Ordinance enacting Chapter 725 of the Cuyahoga County Code to establish an Opioid Mitigation Fund for the purpose of collecting and expending all funds received as part of any action related to the matter of In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804; and declaring the necessity that this Ordinance become immediately effective. (See Page 217)

Sponsors: Councilmembers Schron, Brady, Baker, Miller, Simon and Conwell

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2019-0235: A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution No. R2019-0222 dated 10/8/2019 to reconcile appropriations for 2019; and declaring the necessity that this Resolution become immediately effective. (See Page 220)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 2) R2019-0236: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing three separate bargaining units including: approximately 165 employees in various classifications at the Office of the Fiscal Officer, approximately 10 employees in various classifications at the Cuyahoga County Board of Revision and approximately 30 employees in various classifications at the Office of the County Treasurer for the period 1/1/2019 - 12/31/2021; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 234)

Sponsor: County Executive Budish/Department of Law, Fiscal Officer, Cuyahoga County Board of Revision and County Treasurer

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2019-0237: A Resolution confirming the County Executive's reappointment of various individuals to serve on the

Cuyahoga County Archives Advisory Commission for the term 12/1/2019 - 11/30/2023, and declaring the necessity that this Resolution become immediately effective: (See Page 237)

- i) Deborah A. Abbott
- ii) Kieth A. Peppers

Sponsor: County Executive Budish

- 2) R2019-0238: A Resolution authorizing a contract with Johnson Controls Security Systems, LLC in the amount not-to-exceed \$1,395,016.20 for preventative HVAC and fire alarm/security system maintenance services at various County buildings for the period 10/1/2019 - 9/30/2022; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 243)

Sponsor: County Executive Budish/Department of Public Works

- 3) R2019-0239: A Resolution authorizing the County Executive to accept dedication of land for a portion of Warrensville Center Road, in connection with Permanent Parcel No. 736-28-059, located in the City of Shaker Heights as a public street; authorizing the County Executive to execute the final Plat in connection with said dedication; and declaring the necessity that this Resolution become immediately effective. (See Page 248)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2019-0240: A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$200,700.00 to Ohio Water Development Authority to finance a portion of the Egbert Road Force Main Project in the Village of Walton Hills for the period 2/1/2019 - 12/31/2019; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 254)

Sponsor: County Executive Budish/Department of Public Works/Division of Finance and Planning

- 5) R2019-0241: A Resolution authorizing the appropriation of real property for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective. (See Page 259)

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

- 6) R2019-0242: A Resolution authorizing an amendment to Contract No. CE1400358-02 with Gemalto Cogent, Inc. fka 3M Cogent, Inc. for hardware and software maintenance on the Automated Fingerprint Identification System for the period 7/1/2014 - 6/30/2019 to extend the time period to 12/31/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$599,755.46; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 264)

Sponsor: County Executive Budish/Office of the Medical Examiner

- 7) R2019-0243: A Resolution making an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 269)

Sponsor: County Executive Budish/Department of Human Resources

c) **COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING**

- 1) R2019-0226: A Resolution making awards on various requisitions to various providers, in the total amount not-to-exceed \$2,400,000.00, for various supplies for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 282)
 - i) on RQ44442 to Carr Bros., Inc. in the approximate amount reasonably anticipated to be \$380,000.00 for road and bridge concrete supplies.
 - ii) on RQ44443 to The Chas. E. Phipps Co. in the approximate amount reasonably anticipated to be \$60,000.00 for bridge joint supplies.
 - iii) on RQ44464 for sanitary sewer repair supplies:
 - a) to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$60,000.00.
 - b) to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$360,000.00.
 - iv) on RQ44465 for sanitary sewer construction supplies:
 - a) to EJ USA, Inc. in the approximate amount reasonably anticipated to be \$400,000.00.
 - b) to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$420,000.00.
 - v) on RQ44466 for sanitary sewer inspection and cleaning supplies:
 - a) to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$10,000.00.

- b) to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$10,000.00.
- c) to The Safety Co., LLC dba M-Tech Company in the approximate amount reasonably anticipated to be \$160,000.00.
- vi) on RQ44467 each in the approximate amount reasonably anticipated to be \$140,000.00 for sanitary stock tools and supplies:
 - a) to Lakeside Supply Company.
 - b) to Trumbull Industries, Inc.
- vii) on RQ44468 to Hach Company dba ELE International, OTT Hydrmet, Environmental Test Systems, Seabird Coastal, Sigma, Marsh in the approximate amount reasonably anticipated to be \$260,000.00 for sanitary sewer monitoring supplies.

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 2) R2019-0229: A Resolution authorizing various revenue generating agreements with various providers for lease of space at various Adult Activities Centers for the period 1/1/2020 - 12/31/2022; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 286)

- i) SAW, Inc.:
 - a) in the amount not-to-exceed \$339,196.00 at the Beachwood Adult Activities Center, located at 23750 Mercantile Road, Beachwood.

- b) in the amount not-to-exceed \$331,812.00 at the East Cleveland Adult Activities Center, located at 13231 Euclid Avenue, East Cleveland.
- c) in the amount not-to-exceed \$285,844.00 at the Euclid Adult Activities Center, located at 1490 East 191st Street, Euclid.
- d) in the amount not-to-exceed \$267,280.00 at the Maple Heights Adult Activities Center, located at 14775 Broadway Avenue, Maple Heights.
- e) in the amount not-to-exceed \$329,264.00 at the Parma Adult Activities Center, located at 12660 Plaza Drive, Parma.
- f) in the amount not-to-exceed \$270,556.00 at the Rocky River Adult Activities Center, located at 20120 Detroit Road, Rocky River.

ii) Vocational Guidance Services:

- a) in the amount not-to-exceed \$428,935.00 at the Brooklyn Adult Activities Center, located at 10991 Memphis Avenue, Brooklyn.
- b) in the amount not-to-exceed \$327,626.00 at the Southwest Adult Activities Center, located at 4720 Hinckley Industrial Parkway, Cleveland.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 3) R2019-0232: A Resolution making an award on RQ45672 to Lutheran Metropolitan Ministry in the amount not-to-exceed

\$1,210,750.00 for adult guardianship services for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 290)

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2019-0227: A Resolution authorizing an amendment to Contract No. CE1600274-02 with Infor Public Sector, Inc. for information technology services and solutions for the Enterprise Resource Planning System for the period 10/27/2016 - 10/26/2021 to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$2,963,462.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 293)

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2019-0230: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to authorize an exemption with regard to Anne Grady Services, Sequel Pomegranate Health Systems, LLC and The Buckeye Ranch, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to remove various providers, to add various new providers and for additional funds in the total amount not-to-exceed \$73,311,418.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 296)

- i) Previously approved providers:
 - a) Adelphoi Village, Inc.
 - b) Applewood Centers, Inc.
 - c) Artis's Tender Love & Care, Inc.
 - d) The Bair Foundation
 - e) Beech Brook
 - f) Bellefaire Jewish Children's Bureau
 - g) BHC Belmont Pines Hospital, Inc.
 - h) BHC Fox Run Hospital, Inc. – Fox Run:
The Center for Children and Adolescents
 - i) Caring for Kids, Inc.
 - j) Carrington Youth Academy LLC
 - k) Catholic Charities Corporation
 - l) Christian Children's Home of Ohio, Inc.
 - m) The Cleveland Christian Home
Incorporated
 - n) Cornell Abraxas Group, Inc.
 - o) Detroit Behavioral Institute, Inc. dba
Capstone Academy
 - p) The Glen Mills Schools
 - q) House of New Hope
 - r) In Focus of Cleveland, Inc.
 - s) Keystone Richland Center LLC dba
Foundations for Living
 - t) Lutheran Homes Society, Inc. dba
Genacross Family and Youth Services
 - u) Lutheran Metropolitan Ministry dba
S.T.A.R.T. Support To At-Risk Teens
 - v) National Youth Advocate Program, Inc.
 - w) New Directions, Inc.
 - x) OhioGuidestone
 - y) Ohio Mentor, Inc.
 - z) Pathway Caring for Children
 - aa) Pressley Ridge
 - bb) Quality Care Residential Homes, Inc.
 - cc) Reach Counseling Services dba
Educational Alternatives
 - dd) Rite of Passage, Inc.
 - ee) Specialized Alternatives for Families and
Youth of Ohio, Inc.
 - ff) Young Star Academy, LLC (Tri-State
Youth Authority, Inc. dba Mohican
Youth Academy)

- gg) The Twelve of Ohio, Inc.
- hh) The Village Network
- ii) New Beginnings Residential Treatment Center, LLC
- jj) Gracehaven, Inc.
- kk) Homes For Kids of Ohio, Inc.
- ll) Lighthouse Youth Services, Inc.
- mm) RTC Resource Acquisition Corporation dba Resource Treatment Center
- nn) ENA, Inc. – NECCO
- oo) Youth For Tomorrow – New Life Center, Inc.
- pp) Multi County Juvenile Attention System
- qq) Life Start, Inc.
- rr) George Junior Republic in Pennsylvania
- ss) Piney Ridge Treatment Center
- tt) Rolling Hills Hospital, LLC
- uu) Habilitation Center, LLC dba Millcreek of Arkansas

ii) Removing various providers, effective 1/1/2020:

- a) The Glen Mills Schools
- b) Quality Care Residential Homes, Inc.

iii) Adding new providers:

- a) Anne Grady Services
- b) Sequel Pomegranate Health Systems, LLC
- c) The Buckeye Ranch, Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 3) R2019-0231: A Resolution authorizing an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$1,953,105.00; authorizing the County Executive to execute the amendment and all other documents

consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 302)

- i) City of Bedford Heights for Transportation services.
- ii) City of Berea for Adult Development services.
- iii) City of Euclid for Congregate Meals and Transportation services.
- iv) City of Lakewood for Congregate Meals and Transportation services.
- v) City of Maple Heights for Congregate Meals and Transportation services.
- vi) City of Olmsted Falls for Adult Development services.
- vii) City of Parma Heights for Congregate Meals and Transportation services.
- viii) City of Solon for Adult Development services.
- ix) City of Strongsville for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- xiv) Community Partnership on Aging for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC for Adult Day services.
- xvii) Eliza Bryant Village for Adult Day and Transportation services.
- xviii) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.
- xix) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.

- xx) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- xxi) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- xxii) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- xxiii) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- xxiv) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- xxv) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.
- xxvi) West Side Community House for Adult Development, Congregate Meals and Transportation services.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services and Councilmembers Conwell and Miller

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2019-0194: A Resolution authorizing an agreement with The Rock and Roll Hall of Fame and Museum, Inc., effective 1/1/2020, to distribute from the County’s general fund an amount equal to 40% of the one percent increase in the excise tax on hotel lodging transactions for transient guests in Cuyahoga County pursuant to Chapter 724 of the Cuyahoga County Code commencing with the 2020 receipts, and moving forward on a quarterly basis subject to the provisions contained in said agreement; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 306)

Sponsors: County Executive Budish and Council President Brady

- 2) R2019-0206: A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Redwood Corporate One LLC for the benefit of the Redwood Living, Inc. Headquarters Project to be located at 7007 East Pleasant Valley Road in the City of Independence; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 309)

Sponsor: County Executive Budish/Department of Development

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING (BUDGET): MONDAY, OCTOBER 28, 2019
1:00 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING (BUDGET): TUESDAY, OCTOBER 29, 2019
9:00 AM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING (BUDGET): TUESDAY, NOVEMBER 12, 2019
3:00 PM / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, NOVEMBER 12, 2019
5:00 PM / COUNCIL CHAMBERS

**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 COMMITTEE OF THE WHOLE MEETING
MONDAY, OCTOBER 7, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:08 p.m.

2. ROLL CALL

Chair Miller asked Clerk Schmotzer to call the roll. Councilmembers Baker, Miller, Tuma, Schron, Conwell, Brown, Stephens and Brady were in attendance and a quorum was determined. Councilmember Jones was in attendance after the roll-call was taken. Councilmembers Gallagher and Simon were absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. PRESENTATIONS / DISCUSSION:

Chair Miller gave opening remarks regarding the process for the budget hearings.

- a) Budget Preview and Strategy – County Executive Armond Budish
- b) Budget Overview and Summary – OBM Director Maggie Keenan
- c) Capital Improvements Program Overview – OBM Director Maggie Keenan
- d) Capital Plan and Debt Schedule Overview – OBM Director Maggie Keenan
- e) Policy Initiatives – OBM Director Maggie Keenan
- f) Budget Reductions/Additions – OBM Director Maggie Keenan
- g) Overview of Various Departmental Budgets – OBM Director Maggie Keenan:
 - 1) Cuyahoga County Board of Developmental Disabilities
 - 2) Cuyahoga County Veterans Service Commission

- 3) Cuyahoga County Law Library Resources Board
- 4) Cuyahoga County Solid Waste Management District
- 5) Department of Regional Collaboration
- 6) Cuyahoga County Soldiers' and Sailors' Monument Commission
- 7) The Ohio State University Extension
- 8) Cuyahoga County Board of Revision
- 9) County Council
- 10) County Executive Administration

County Executive Budish then gave remarks to Council regarding the proposed 2020/2021 Biennial Operating Budget. Discussion ensued.

Councilmembers asked questions of County Executive Budish pertaining to the item, which he answered accordingly.

Ms. Margaret Keenan, Director of the Office of Budget and Management, provided an overview of the 2020/2021 Biennial Operating Budget and Capital Improvements Program, debt schedule, policy initiatives, budget reductions/additions and various departmental budgets. Discussion ensued.

Councilmembers asked questions of Ms. Keenan pertaining to the item, which she answered accordingly.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 2:52 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 8, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:37 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Miller, Gallagher, Jones, Brown, Stephens, Baker and Brady were in attendance and a quorum was determined. Councilmembers Conwell and Simon were absent from the meeting.

[Clerk's note: Councilmembers Tuma and Schron entered the meeting after the roll-call was taken to move to Executive Session.]

3. PUBLIC COMMENT

There were no public comments given.

4. DISCUSSION / EXECUTIVE SESSION:

- a) Pending or imminent litigation.

A motion was made by Mr. Miller, seconded by Ms. Brown and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 1:40 p.m. The following Councilmembers were present: Miller, Gallagher, Jones, Brown, Stephens, Baker and Brady. Councilmembers Tuma and Schron were present sometime after Executive Session convened. The following additional attendees were present: Legislative Budget Advisor Trevor McAleer, Special Counsel Brendan Doyle, Research and Policy Analyst James Boyle,

Director of Law Gregory Huth, Plevin & Gallucci Attorney Frank Gallucci III and Napoli Shkolnik PLLC Attorney Salvatore Badala.

At 2:09 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 2:10 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 8, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 3:03 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Tuma, Gallagher, Schron, Conwell, Brown, Stephens, Simon, Baker, Miller, Brady and Jones were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

Ms. Loh addressed Council regarding the Rocket Mortgage FieldHouse grand opening and various issues for persons with disabilities.

6. APPROVAL OF MINUTES

- a) September 24, 2019 Regular Meeting

A motion was made by Mr. Schron, seconded by Ms. Brown and approved by unanimous vote to approve the minutes from the September 24, 2019 Regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

- a) Presentation of a proclamation to commemorate October as Disability Employment Awareness Month in Cuyahoga County

Mr. Gregory Stuart, who is a member of the Cuyahoga County Advisory Committee on Persons with Disabilities, addressed Council regarding October as Disability Employment Awareness Month. After the presentation, Council President Brady presented Mr. Stuart with a proclamation to commemorate the event.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish also addressed Disability Employment Awareness Month and thanked those in attendance.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2019-0212: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

Clerk Schmotzer read Resolution No. R2019-0212 into the record.

This item will move to the October 22, 2019 Council meeting agenda for consideration for third reading adoption.

- b) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2019-0181: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and

declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2019-0181 was considered and adopted by unanimous vote.

- 2) R2019-0182: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Brooklyn for the conservation of ecologically significant areas in Stickney Creek Valley – Big Creek in the City of Brooklyn; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2019-0182 was considered and adopted by unanimous vote.

- 3) R2019-0183: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Euclid for the conservation of ecologically significant areas in the Euclid Waterfront – Weltman Estate and IRG Properties Acquisition in the City of Euclid; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2019-0183 was considered and adopted by unanimous vote.

- 4) R2019-0185: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Gates Mills Land Conservancy for the conservation of ecologically significant areas in Clark Forest Preserve in the Village of Gates Mills; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2019-0185 was considered and adopted by unanimous vote.

- 5) R2019-0186: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Village of Orange for the conservation of ecologically significant areas in the Chagrin River and Tinker's Creek Headwaters Wetland Protection in the Village of Orange; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmembers Brown and Stephens

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2019-0186 was considered and adopted by unanimous vote.

- 6) R2019-0188: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Moreland Hills for the conservation of ecologically significant areas in Chagrin Meadows Preserve in the Village of Moreland Hills; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2019-0188 was considered and adopted by unanimous vote.

- 7) R2019-0189: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Protect, Restore, Connect – West Creek in the City of Parma; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2019-0189 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2019-0221, R2019-0222 and R2019-0223.

- 1) R2019-0221: A Resolution authorizing and ratifying a settlement between the Counties of Cuyahoga and Summit and Johnson & Johnson in the total amount of \$15,000,000.00 in cash and \$5,400,000.00 in programming for opioid-exposed babies and their families in the matter of In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804; ratifying and authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Mr. Schron with a second by Ms. Brown, Resolution No. R2019-0221 was considered and adopted by unanimous vote.

- 2) R2019-0222: A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2019-0222. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to substitute Resolution No. R2019-0222.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2019-0222 was considered and adopted by unanimous vote, as substituted.

Council President Brady then referred deleted item G from Section 1 to the Finance & Budgeting Committee for further discussion.

- 3) R2019-0223: A Resolution amending Resolution No. R2019-0091 dated 4/9/2019, which approved a proposed settlement in the matter of Jason Jozwiak et al. vs. Cuyahoga County, United States District, Eastern Division, Court Case No. 1:17-CV-1238, by changing the total amount of said settlement agreement; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2019-0223 was considered and adopted by unanimous vote.

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2019-0224: A Resolution adopting the 2020/2021 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

Council President Brady referred Resolution No. R2019-0224 to the Committee of the Whole.

- 2) R2019-0225: A Resolution confirming the County Executive's appointment of Megan L. Van Voorhis to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2020, and

declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2019-0225 to the Human Resources, Appointments & Equity Committee.

- 3) R2019-0226: A Resolution making awards on various requisitions to various providers, in the total amount not-to-exceed \$2,400,000.00, for various supplies for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) on RQ44442 to Carr Bros., Inc. in the approximate amount reasonably anticipated to be \$380,000.00 for road and bridge concrete supplies.
 - ii) on RQ44443 to The Chas. E. Phipps Co. in the approximate amount reasonably anticipated to be \$60,000.00 for bridge joint supplies.
 - iii) on RQ44464 for sanitary sewer repair supplies:
 - a) to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$60,000.00.
 - b) to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$360,000.00.
 - iv) on RQ44465 for sanitary sewer construction supplies:
 - a) to EJ USA, Inc. in the approximate amount reasonably anticipated to be \$400,000.00.
 - b) to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$420,000.00.

- v) on RQ44466 for sanitary sewer inspection and cleaning supplies:
 - a) to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$10,000.00.
 - b) to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$10,000.00.
 - c) to The Safety Co., LLC dba M-Tech Company in the approximate amount reasonably anticipated to be \$160,000.00.

- vi) on RQ44467 each in the approximate amount reasonably anticipated to be \$140,000.00 for sanitary stock tools and supplies:
 - a) to Lakeside Supply Company.
 - b) to Trumbull Industries, Inc.

- vii) on RQ44468 to Hach Company dba ELE International, OTT Hydrmet, Environmental Test Systems, Seabird Coastal, Sigma, Marsh in the approximate amount reasonably anticipated to be \$260,000.00 for sanitary sewer monitoring supplies.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2019-0226 to the Public Works, Procurement & Contracting Committee.

- 4) R2019-0227: A Resolution authorizing an amendment to Contract No. CE1600274-02 with Infor Public Sector, Inc. for information technology services and solutions for the Enterprise Resource Planning System for the period 10/27/2016 - 10/26/2021 to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$2,963,462.00; authorizing the County

Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology

Council President Brady referred Resolution No. R2019-0227 to the Finance & Budgeting Committee.

- 5) R2019-0228: A Resolution making an award on RQ45119 to Trinity Services Group, Inc. in the amount not-to-exceed \$18,612,898.75 for jail kitchen food services for the period 11/1/2019 - 12/31/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/County Sheriff

Council President Brady referred Resolution No. R2019-0228 to the Public Safety & Justice Affairs Committee.

- 6) R2019-0229: A Resolution authorizing various revenue generating agreements with various providers for lease of space at various Adult Activities Centers for the period 1/1/2020 - 12/31/2022; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) SAW, Inc.:
 - a) in the amount not-to-exceed \$339,196.00 at the Beachwood Adult Activities Center, located at 23750 Mercantile Road, Beachwood.
 - b) in the amount not-to-exceed \$331,812.00 at the East Cleveland Adult Activities Center, located at 13231 Euclid Avenue, East Cleveland.
 - c) in the amount not-to-exceed \$285,844.00 at the Euclid Adult

Activities Center, located at 1490 East 191st Street, Euclid.

- d) in the amount not-to-exceed \$267,280.00 at the Maple Heights Adult Activities Center, located at 14775 Broadway Avenue, Maple Heights.
- e) in the amount not-to-exceed \$329,264.00 at the Parma Adult Activities Center, located at 12660 Plaza Drive, Parma.
- f) in the amount not-to-exceed \$270,556.00 at the Rocky River Adult Activities Center, located at 20120 Detroit Road, Rocky River.

ii) Vocational Guidance Services:

- a) in the amount not-to-exceed \$428,935.00 at the Brooklyn Adult Activities Center, located at 10991 Memphis Avenue, Brooklyn.
- b) in the amount not-to-exceed \$327,626.00 at the Southwest Adult Activities Center, located at 4720 Hinckley Industrial Parkway, Cleveland.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities

Council President Brady referred Resolution No. R2019-0229 to the Public Works, Procurement & Contracting Committee.

- 7) R2019-0230: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to authorize an exemption with regard to Anne Grady Services, Sequel Pomegranate Health Systems, LLC and The Buckeye Ranch, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to remove various providers, to add various new providers and for additional funds in the total amount

not-to-exceed \$73,311,418.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Previously approved providers:
 - a) Adelphoi Village, Inc.
 - b) Applewood Centers, Inc.
 - c) Artis's Tender Love & Care, Inc.
 - d) The Bair Foundation
 - e) Beech Brook
 - f) Bellefaire Jewish Children's Bureau
 - g) BHC Belmont Pines Hospital, Inc.
 - h) BHC Fox Run Hospital, Inc. – Fox Run:
The Center for Children and Adolescents
 - i) Caring for Kids, Inc.
 - j) Carrington Youth Academy LLC
 - k) Catholic Charities Corporation
 - l) Christian Children's Home of Ohio, Inc.
 - m) The Cleveland Christian Home
Incorporated
 - n) Cornell Abraxas Group, Inc.
 - o) Detroit Behavioral Institute, Inc. dba
Capstone Academy
 - p) The Glen Mills Schools
 - q) House of New Hope
 - r) In Focus of Cleveland, Inc.
 - s) Keystone Richland Center LLC dba
Foundations for Living
 - t) Lutheran Homes Society, Inc. dba
Genacross Family and Youth Services
 - u) Lutheran Metropolitan Ministry dba
S.T.A.R.T. Support To At-Risk Teens
 - v) National Youth Advocate Program, Inc.
 - w) New Directions, Inc.
 - x) OhioGuidestone
 - y) Ohio Mentor, Inc.
 - z) Pathway Caring for Children
 - aa) Pressley Ridge
 - bb) Quality Care Residential Homes, Inc.
 - cc) Reach Counseling Services dba
Educational Alternatives
 - dd) Rite of Passage, Inc.

- ee) Specialized Alternatives for Families and Youth of Ohio, Inc.
- ff) Young Star Academy, LLC (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)
- gg) The Twelve of Ohio, Inc.
- hh) The Village Network
- ii) New Beginnings Residential Treatment Center, LLC
- jj) Gracehaven, Inc.
- kk) Homes For Kids of Ohio, Inc.
- ll) Lighthouse Youth Services, Inc.
- mm) RTC Resource Acquisition Corporation dba Resource Treatment Center
- nn) ENA, Inc. – NECCO
- oo) Youth For Tomorrow – New Life Center, Inc.
- pp) Multi County Juvenile Attention System
- qq) Life Start, Inc.
- rr) George Junior Republic in Pennsylvania
- ss) Piney Ridge Treatment Center
- tt) Rolling Hills Hospital, LLC
- uu) Habilitation Center, LLC dba Millcreek of Arkansas

ii) Removing various providers, effective 1/1/2020:

- a) The Glen Mills Schools
- b) Quality Care Residential Homes, Inc.

iii) Adding new providers:

- a) Anne Grady Services
- b) Sequel Pomegranate Health Systems, LLC
- c) The Buckeye Ranch, Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

Council President Brady referred Resolution No. R2019-0230 to the Health, Human Services & Aging Committee.

- 8) R2019-0231: A Resolution authorizing an amendment to a Master Contract with various municipalities and providers for

various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$1,953,105.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) City of Bedford Heights for Transportation services.
- ii) City of Berea for Adult Development services.
- iii) City of Euclid for Congregate Meals and Transportation services.
- iv) City of Lakewood for Congregate Meals and Transportation services.
- v) City of Maple Heights for Congregate Meals and Transportation services.
- vi) City of Olmsted Falls for Adult Development services.
- vii) City of Parma Heights for Congregate Meals and Transportation services.
- viii) City of Solon for Adult Development services.
- ix) City of Strongsville for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- xiv) Community Partnership on Aging for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC for Adult Day services.
- xvii) Eliza Bryant Village for Adult Day and Transportation services.

- xviii) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.
- xix) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.
- xx) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- xxi) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- xxii) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- xxiii) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- xxiv) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- xxv) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.
- xxvi) West Side Community House for Adult Development, Congregate Meals and Transportation services.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

Council President Brady referred Resolution No. R2019-0231 to the Health, Human Services & Aging Committee.

- 9) R2019-0232: A Resolution making an award on RQ45672 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$1,210,750.00 for adult guardianship services for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

Council President Brady referred Resolution No. R2019-0232 to the Health, Human Services & Aging Committee.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2019-0194: A Resolution authorizing an agreement with The Rock and Roll Hall of Fame and Museum, Inc., effective 1/1/2020, to distribute from the County's general fund an amount equal to 40% of the one percent increase in the excise tax on hotel lodging transactions for transient guests in Cuyahoga County pursuant to Chapter 724 of the Cuyahoga County Code commencing with the 2020 receipts, and moving forward on a quarterly basis subject to the provisions contained in said agreement; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Council President Brady

Committee Assignment and Chair: Economic Development & Planning – Schron

Clerk Schmotzer read Resolution No. R2019-0194 into the record.

This item will move to the October 22, 2019 Council meeting agenda for consideration for third reading adoption.

- 2) R2019-0206: A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Redwood Corporate One LLC for the benefit of the Redwood Living, Inc. Headquarters Project to be located at 7007 East Pleasant Valley Road in the City of Independence; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

Clerk Schmotzer read Resolution No. R2019-0206 into the record.

This item will move to the October 22, 2019 Council meeting agenda for consideration for third reading adoption.

- d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2019-0215, R2019-0216, R2019-0217, R2019-0218 and R2019-0219.

- 1) R2019-0215: A Resolution confirming the County Executive's appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmembers Brown, Conwell, Jones, Miller and Gallagher

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0215 was considered and adopted by unanimous vote.

- 2) R2019-0216: A Resolution confirming the County Executive's appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2019-0216 was considered and adopted by unanimous vote.

- 3) R2019-0217: A Resolution authorizing a Purchase and Sale Agreement with Cleveland Commerce Center, Inc. in the amount not-to-exceed \$300,000.00 for the purchase of

approximately 125 previously leased parking spaces located at East 40th Street and Perkins Avenue, Cleveland, Permanent Parcel Nos. 104-31-009, 104-31-022 and 104-31-023; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Departments of Public Works and Health and Human Services/Division of Children and Family Services and Councilmember Conwell

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2019-0217 was considered and adopted by unanimous vote.

- 4) R2019-0218: A Resolution making an award on RQ44038 to Blue Technologies, Inc. in the amount not-to-exceed \$5,207,027.92 for enterprise-wide print management goods and services for the period 10/1/2019 - 9/30/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Public Works and Information Technology

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2019-0218 was considered and adopted by unanimous vote.

- 5) R2019-0219: A Resolution authorizing a state contract with TEC Communications, Inc. in the amount not-to-exceed \$1,190,395.00 for the purchase of various Cisco Enterprise Licenses and support services for the period 10/7/2019 - 10/6/2024; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2019-0219 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2019-0201: A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a final guaranteed maximum price in the amount not-to-exceed \$240,610,443.00 for design-build services for the Convention Center Hotel Project and the underground enclosure from Huntington Park Garage to the Hotel; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2019-0201 was considered and adopted by unanimous vote.

- 2) R2019-0204: A Resolution authorizing an amendment to Contract No. CE0900629-02 with Shaker West Professional LLC for lease of office space located at 11811 Shaker Boulevard, Cleveland, for a Juvenile Court Regional Probation Office for the period 1/1/2010 - 12/31/2019 to exercise an option to extend the time period to 12/31/2024, to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$412,755.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2019-0204 was considered and adopted by unanimous vote.

- 3) R2019-0205: A Resolution making an award on RQ45204 to Hylant Group, Inc. in the amount not-to-exceed \$3,511,038.00 for insurance brokerage and risk management services for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law/
Division of Risk Management

Mr. Brady introduced a proposed substitute on the floor to Resolution No. R2019-0205. Discussion ensued.

A motion was then made by Mr. Brady, seconded by Ms. Conwell and approved by unanimous vote to substitute Resolution No. R2019-0205.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2019-0205 was considered and adopted by unanimous vote, as substituted.

- 4) R2019-0210: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services and emergency food assistance to eligible Cuyahoga County residents for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and
Human Services/Cuyahoga Job and Family Services

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2019-0210 was considered and adopted by unanimous vote.

- 5) R2019-0211: A Resolution authorizing an amendment to Contract No. CE1600299-01 with Oriana House, Inc. for operation of a one-stop Re-entry Resource Center for the period 1/1/2017 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$600,000.00; authorizing the County Executive to

execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2019-0211 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that, due to the Columbus Day holiday, the Finance & Budgeting Committee will meet on Thursday, October 17, 2019 at 10:00 a.m. and that the Committee of the Whole will meet on Tuesday, October 15, 2019; Thursday, October 17, 2019; and Monday, October 21, 2019 at 1:00 p.m. for the 2020-2021 biennial budget hearings.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Wednesday, October 16, 2019 at 9:00 a.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, October 16, 2019 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, October 16, 2019 at 1:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 3:41 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 15, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:07 p.m.

2. ROLL CALL

Chair Miller asked Clerk Schmotzer to call the roll. Councilmembers Gallagher, Schron, Conwell, Jones, Baker, Miller and Brady were in attendance and a quorum was determined. Councilmembers Brown, Stephens and Tuma were absent from the meeting. Councilmember Simon entered the meeting after the roll call was taken.

3. PUBLIC COMMENT

Ms. Catherine Ciha addressed Council regarding Resolution No. R2019-0224, a Resolution adopting the 2020/2021 Biennial Operating Budget and Capital Improvements Program, specifically pertaining to funding for the Division of Senior and Adult Services.

4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

- a) R2019-0224: A Resolution adopting the 2020/2021 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective:

Chair Miller introduced a proposed substitute to Resolution No. R2019-0224 on the floor. He then asked Legislative Budget Advisor Trevor McAleer to summarize proposed technical amendments to Exhibits A and B of the legislation. Councilmembers asked questions of Mr. McAleer pertaining to the item, which he answered accordingly.

A motion was then made by Mr. Brady, seconded by Ms. Conwell, and approved by unanimous vote to approve the proposed substitute to Resolution No. R2019-0224.

- 1) Department of Health and Human Services Overview – Walter Parfejewiec

Mr. Walter Parfejewiec, Director of the Department of Health and Human Services, provided an overview of the budget for the Department of Health and Human Services. Discussion ensued.

Councilmembers asked questions of Mr. Parfejewiec pertaining to the item, which he answered accordingly.

- 2) Department of Health and Human Services:
 - a. Division of Children and Family Services – Cynthia Weiskittel

Ms. Cynthia Weiskittel, Administrator for the Division of Children and Family Services, addressed Council regarding budget requests for the Division of Children and Family Services. Discussion ensued.

Councilmembers asked questions of Ms. Weiskittel pertaining to the item, which she answered accordingly.

- b. Division of Senior and Adult Services – Tracey Mason

Ms. Tracey Mason, Administrator for the Division of Senior and Adult Services, addressed Council regarding budget requests for the Division of Senior and Adult Services. Discussion ensued.

Councilmembers asked questions of Ms. Mason pertaining to the item, which she answered accordingly.

- c. Cuyahoga Job and Family Services – Kevin Gowan

Mr. David Merriman, Assistant Director of the Department of Health and Human Services on behalf of Mr. Kevin Gowan, Director of Cuyahoga Job and Family Services, addressed Council regarding budget requests for Cuyahoga Job and Family Services. Discussion ensued.

Councilmembers asked questions of Mr. Merriman pertaining to the item, which he answered accordingly.

- i. Office of Child Support Services – Tiffany Dobbins-Brazelton

Ms. Tiffany Dobbins-Brazelton, Director of the Office of Child Support Services, addressed Council regarding budget requests for the Office of Child Support Services. Discussion ensued.

Councilmembers asked questions of Ms. Dobbins-Brazelton pertaining to the item, which she answered accordingly.

There was no further legislative action taken on Resolution No. R2019-0224.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 3:56 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING

THURSDAY, OCTOBER 17, 2019

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:05 p.m.

2. ROLL CALL

Chair Miller asked Clerk Schmotzer to call the roll. Councilmembers Schron, Brown, Baker, Miller, Tuma, Gallagher and Brady were in attendance and a quorum was determined. Councilmembers Conwell, Simon, Stephens and Jones entered the meeting after the roll call was taken.

3. PUBLIC COMMENT

The following individuals addressed Council regarding Resolution No. R2019-0224, a Resolution adopting the 2020/2021 Biennial Operating Budget and Capital Improvements Program, specifically pertaining to funding for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- a) **Dr. Leslie Koblentz**
- b) **Mr. John Peicu**
- c) **Mr. Rick Oliver**
- d) **Ms. Loh**

4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

- a) **R2019-0224: A Resolution adopting the 2020/2021 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective:**

1) Health and Human Services (continued):

- a. Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County – Scott Osiecki

Mr. Scott Osiecki, Chief Executive Officer of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, addressed Council regarding budget requests for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.

Councilmembers asked questions of Mr. Osiecki as well as Dr. Leslie Koblentz, Chief Clinical Officer Consultant for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, pertaining to the item, which they answered accordingly.

- b. Department of Health and Human Services/Division of Community Initiatives:

- i. Office of Homeless Services – Ruth Gillett

Ms. Ruth Gillett, Director of the Office of Homeless Services, addressed Council regarding budget requests for the Office of Homeless Services. Discussion ensued.

Councilmembers asked questions of Ms. Gillett pertaining to the item, which she answered accordingly.

- ii. Office of Early Childhood/Invest in Children – Dr. Rebekah Dorman

Dr. Rebekah Dorman, Director of the Office of Early Childhood, addressed Council regarding budget requests for the Office of Early Childhood/Invest in Children. Discussion ensued.

Councilmembers asked questions of Dr. Dorman pertaining to the item, which she answered accordingly.

- iii. Family and Children First Council – Robin Martin

Ms. Robin Martin, Program Director of the Family and Children First Council, addressed Council regarding budget requests for the Family and Children First Council. Discussion ensued.

Councilmembers asked questions of Ms. Martin pertaining to the item, which she answered accordingly.

iv. Office of Re-entry – Crystal Bryant

Ms. Crystal Bryant, Director of the Office of Re-entry, addressed Council regarding budget requests for the Office of Re-entry. Discussion ensued.

Councilmembers asked questions of Ms. Bryant pertaining to the item, which she answered accordingly.

2) Department of Law – Gregory Huth

Mr. Gregory Huth, Director of Law, addressed Council regarding budget requests for the Department of Law. Discussion ensued.

Councilmembers asked questions of Mr. Huth pertaining to the item, which he answered accordingly.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 4:04 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0233

Sponsored by: Council President Brady on behalf of County Audit Committee	A Resolution appointing Monica Houston, upon her taking the oath of office, to serve as Director of Internal Auditing of Cuyahoga County for an unexpired term ending 6/30/2020; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the Director of Internal Auditing was created pursuant to the provisions of Article XI, Section 11.03 of the Cuyahoga County Charter, in which the Director of Internal Auditing shall be a “certified Internal Auditor or member of the Institute of Internal Auditors or a similar successor organization and shall be subject to, and follow at all times, the Code of Ethics for Certified Internal Auditors or a similarly recognized code of ethics established by the Institute of Internal Auditors or a similar successor organization”; and,

WHEREAS, pursuant to the Cuyahoga County Charter, the County Audit Committee shall recommend to the County Council one or more candidates for appointment as the Director of Internal Auditing; and,

WHEREAS, the County Council shall make the appointment of the Director of Internal Auditing, which shall be for a term of four years, commencing on the first day of July; and,

WHEREAS, the County Audit Committee unanimously recommended Monica Houston to serve as the Director of Internal Auditing to fill a vacancy in an unexpired term which commenced on July 1, 2016 and ends on June 30, 2020 at its October 3, 2019 meeting; and,

WHEREAS, Monica Houston is a Certified Public Accountant and is a member of the Institute of Internal Auditors; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. The Cuyahoga County Council hereby appoints Monica Houston, upon her taking the oath of office, to serve as Director of Internal Auditing of Cuyahoga County for an unexpired term ending June 30, 2020 and shall be compensated at the annual salary of \$145,000.00.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC036
October 22, 2019

Monica Houston, CPA, CFE, CGMA, CIDA

SUMMARY OF QUALIFICATIONS

A highly effective chief audit executive with a background in providing audit and IT consulting services for airline, utility, energy, transportation, financial services, retail, technology, healthcare, non-profit, and governmental sectors. A strategic leader who is able to manage the audit and risk process and create significant improvements that reduce risk and decrease costs. Experienced in establishing internal audit functions and delivering on the needs of critical stakeholders. A proven leader who can identify and develop top talent to increase employee retention.

Internal Audit / SOX / IT General Controls / Financial Analysis / Regulatory Compliance / Enterprise Risk Assessment / Fraud Investigation/ BIS/PCI Standards / COSO & COBIT / IFRS/ GAAP/ SOC Reporting / Project Management / Process Documentation and Re-Engineering / Corporate Governance / Control Self Assessments / Fraud Assessments

ACCOMPLISHMENTS

- Developed methodology to ensure consistent review of firm compliance with newly implemented Information Systems Security Programs regulations; Organizational SME for firm implementation of the new regulations.
- Transformed SOX Compliance Program resulting in 10% decrease in controls for \$500B conglomerate.
- Established enterprise wide Diversity Internship program for a \$29B pension plan.
- Developed methodology and implemented PCI Compliance Program for \$22B airline.
- Established consistent audit methodology and documentation protocol that resulted in decreased External Auditor effort, effectively reducing external audit costs 4-6% for \$6B retailer.
- Recovered over \$2M in allocated joint venture costs for \$1B utility cooperative.
- Provided quality audit services resulting in a 97% utilization rate and premium billing for \$700M consulting firm.
- Established reputation for quality on-time deliverables, a team oriented approach and impeccable client service.

PROFESSIONAL EXPERIENCE

City Auditor – City of Modesto

Apr – Nov 2018

Charter officer responsible for the re-establishment of the Internal Audit function for city with \$380M budget and >200K population. Redesigned the Fraud, Waste, and Abuse program including a revamp of the Fraud Hotline.

- Provided independent assurance on the risk management process.
- Facilitated identification and evaluation of relevant risks across the enterprise.
- Coached management in the appropriate responses to risks.
- Reported on consolidated risks and management's responses.
- Championed the establishment of Risk Intelligent practices.
- Directed and conducted special audits and investigations.
- Provided oversight, coordination, and post audit accountability for external audits by third parties.

Manager, Compliance – National Futures Association

2016 – 2018

Manage and oversee fraud investigations and regulatory examinations of registered firms as required by the CFTC.

- Responsible for reviewing the work of staff to ensure adherence with audit standards, CFTC regulations, and NFA rules.
- Oversee examinations which included the review and analysis of firm financials, trading operations, compliance activities, internal controls, and IT security procedures;
- Conduct investigations into allegations of fraud or regulatory non-compliance.
- Responsible for following up on the obtainment of action plans to address report findings and examination cites, as well as for issuing final reports to firms.
- Review firm regulatory reports to ensure compliance with requirements and assess firm risk
- Provide coaching to staff formally through the performance management process and informally through the building of mentoring relationships.

Chief Audit Officer– SC Retirement System Investment Commission

2012 – 2016

Report to the Chairman of the RSIC Audit Committee with a dotted line to the CEO. Joined RSIC in order to build a strategic corporate assurance and advisory function, along with a compliance framework

- Developed and executed audit strategy and policy for newly formed Internal Audit department, including performance of a comprehensive risk assessment and establishment of risk based audit plan.
- Established and managed the policies and programs for Internal Auditing as well as for Fraud Avoidance, Detection and Investigation within the organization, third party service providers, and investment managers.
- Directed the execution of audits and business process reviews to assess the adequacy and effectiveness of risk management and internal controls
- Performed continuous planning, direction and efficient management of the internal audit and fraud functions
- Provided internal consulting and risk expertise to Senior Management and Audit Committee.
- Managed internal audit staff and relationships with external vendors for co-sourcing/outsourcing.
- Communicated results of audits, compliance reviews, and other initiatives to Senior Management and Audit Committee via reports, presentations and/or one-on-one meetings.

Project Lead – Delta Air Lines

2010 – 2012

Hired as lead of Financial Controls (a continuation of services from contract tenure). Supervised 3 employees.

Senior Consultant (client: Delta Air Lines) - Resources Global Professionals

2007 – 2010

Initially responsible for management of IT Compliance program and reported directly to the Director of IT Security and Compliance. Subsequently responsible for management of Financial Controls program (business and IT)

- Collaborated with management of a major airline to define controls, address control risks, and ensure consistent compliance with regulatory requirements (SOX 404 and PCI).
- Provided oversight and guidance to Financial Control and IT Compliance teams of up to 4 members in the performance of risk assessments and completion of audits.
- Performed business process reviews and represented team as an expert resource, particularly in the area of Information Technology, Audit Methodology, and Business Continuity.
- Performed additional projects as required such as fraud assessment and control review for Delta Care Fund.

Senior Manager - Control Solutions International (70% Internal Audit, 30% IT Audit)

2006 – 2008

Chief Executive Officers, Chief Risk Officers, Chief Audit Executives, Chief Technology Officers, Chief Financial Officers, Senior Counsel and the Audit Committee were primary clients and reporting audience

- Oversaw all aspects of internal audit co-sourcing and outsourcing engagements, including creation and management of budgets and resource allocation.
- Provided consulting and project management expertise in all aspects of SEC Compliance for an array of clients.
- Developed and presented to Senior Management and Audit Committees recommendations to strengthen internal controls and improve operational efficiency.
- Managed multiple complex projects with IT and Finance (integrated) audit teams of up to 15 people and projects with revenues exceeding \$1,000,000.
- Hired, developed, and retained staff: interviewed and selected staff, managed and conducted project based training, and provided performance feedback, mentorship and career guidance.
- Provided effective leadership in the performance of Risk Assessment, development and execution of the audit plan, and follow-up of audit issues and recommendations.
- Represented region as an expert in Regulatory Compliance, including SOX, and was a resource to internal and external clients in the areas of Information Technology and Audit Methodology.

Audit Manager - Home Depot – Leadership Program (recruited back to CSI)

2005 – 2006

Hired to transform and lead the SOX audit initiative as part of the Leadership Development Program. Reported directly to the VP Internal Audit.

- Developed and executed SOX strategy decisions, scoping and planning.

[IIA Home \(https://na.theiia.org:443/\)](https://na.theiia.org:443/)

[Contact Us \(https://myiia.theiia.org:443/Pages/contact-us.aspx\)](https://myiia.theiia.org:443/Pages/contact-us.aspx)

Welcome, Monica Houston!

[Sign Out](https://signin.theiia.org:443/adfs/ls/?wa=wsignout1.0)

[https://signin.theiia.org:443/adfs/ls/?wa=wsignout1.0\)](https://signin.theiia.org:443/adfs/ls/?wa=wsignout1.0)

(/)

 [Profile Home \(https://myiia.theiia.org/\)](https://myiia.theiia.org/)

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> [Chapter Affiliation \(/Pages/mychapter.aspx\)](/Pages/mychapter.aspx)

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 [Support](#) 

Membership Information

Membership	Start Date	End Date
Government Member	9/1/2019	8/31/2020
Government Member	9/1/2018	8/31/2019
Public Sector Audit Center Individual	9/1/2019	8/31/2020
Public Sector Audit Center Individual	9/1/2018	8/31/2019

[Buy Addons](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0234

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 October 2, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through L) 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 Revised Classifications:

- Exhibit A: Class Title: *Communications Specialist*
Class Number: 10151
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit B: Class Title: *Construction Technician*
Class Number: 18011
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Forensic Photographer*
Class Number: 12211
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Laboratory Technician-Toxicology*
Class Number: 12191
Pay Grade: 5A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, minimum qualifications, physical requirement and environmental adaptability were updated. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Manager, Fleet Services*
Class Number: 15073
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised on 2/13/2019. The essential job functions, minimum qualifications, language, and formatting were updated to be consistent with the lower level position. NO change to pay grade or FLSA status.
- Exhibit F: Class Title: *Medical Records Technician*
Class Number: 17021
Pay Grade: 6A/Non-Exempt (No change)

* PRC routine maintenance. Classification last revised in 2019. The Education and experience requirements were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Residential/Agricultural Appraisal Coordinator*
Class Number: 20011
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. The language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Senior Printing Coordinator (Manager Print Production)*
Class Number: 15162
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. The title, essential job functions, minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit I: Class Title: *Senior Supervisor, Nursing*
Class Number: 17032
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit J: Class Title: *Supervisor, Drug Chemistry Laboratory*
Class Number: 12264
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit K: Class Title: *Supervisor, Fleet Services*
Class Number: 15072
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification was last revised in 2012. The essential job functions, minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit L: Class Title: *Supervisor, Trace Evidence Laboratory*
Class Number: 12274
Pay Grade: 17A/Exempt (No change)

* PRC routine maintenance. Classification was last revised in 2014. The essential job functions, minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Specialist	Class Number:	10151
FLSA:	Exempt	Pay Grade:	11A
Dept:	Communications Department	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to write and develop internal and external communication collateral for Cuyahoga County's Communications Department.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing, and delivering public relations, marketing, and informational materials. Employees at this level are expected to become fully aware of operating procedures and policies of the assigned work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained.

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%
- Develops and writes internal and external communication collateral for Cuyahoga County's Communications Department; develops communication collateral (including press releases, newsletters, employee communications, web writing, blog posts, long-form articles, County business, and various campaigns and social media posts); maintains relationships with subject matter experts from different county departments, the media, and other outside sources; researches information to prepare for writing stories using online, in-print, and authoritative sources; gathers input from relevant stakeholders and subject matter experts for press release development, blog posts, and media; reviews and analyzes data gathered from sources for content production; collaborates with all county agencies to develop their communication strategies and tactics; develops online surveys to understand the County and community's perspective on specific issues.
- 30% +/- 10%
- Proposes and develops ideas and strategies to enhance the County's public image; communicates with media personnel regarding Cuyahoga County stories or press releases; monitors media coverage via online resources and social media; drafts and/or pitches ideas for approval by the Chief Communications Officer or Council; assists with creating speeches and presentations for county departments and directors.
- 20% +/- 10%
- Reviews, coordinates, and responds to public records requests for the Communications Department; utilizes storage software to log and track requests; gathers materials and information to send in response to requests; assists with public records audits by answering questions and providing information.
- 10% +/- 5%
- Manages the bidding process for Communication Department contracts; selects vendors based on responses to RFPs/RFIs; reviews bids to select most appropriate vendor; sends contracts to the Office of Procurement and Diversity; enters information into enterprise information platform and procurement system; processes payments for purchases.

Effective Date: 04.10.2012
Last Modified: 04.10.2012

Communications Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public relations, communications or related field with three (3) years of public relations, marketing communications, or journalism 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, copier, and telephone.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and 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.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, agency policies and procedures manual, and County branding standards.
- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Effective Date: 04.10.2012
Last Modified: 04.10.2012

Communications Specialist

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:	Construction Technician	Class Number:	18011
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. Positions in this class work under general guidance and supervision and perform recurring tasks using standard methods and techniques. This classification works under a framework of well-defined policies, procedures, and regulations. This position has no supervisory responsibilities.

Essential Job Functions

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

- 75% +/- 10%
- Inspects various phases of construction to ensure that the project complies with contractual plans and specifications; inspects and records project information (e.g. type and quality of work, progress and incident pictures, pay item quantities, construction methods, material inspection reports, etc.); provides daily reports of project observations and work completed to project lead for review; ensures projects are being completed according to local, State, and Federal standards; ensures that all relevant local, State, and Federal safety policies and procedures are being observed; reviews project blueprints, specifications, and contracts to verify material quantities and calculations; collects material samples to be delivered off-site for physical testing; calculates material quantities used on project; observes and records non-satisfactory, defective, or incomplete work for project finalization.
- 15% +/- 5%
- Serves as a liaison to the public; assures safety practices are being met; answers questions and addresses concerns related to the construction project; works with angry/dissatisfied residents to resolve issues; assists with establishing safe pedestrian and vehicle traffic routes through or around the construction project site.
- 10% +/- 5%
- Assists with various administrative support functions; records daily project site attendance; verifies overtime reports submitted by contractors; submits orders for field office supplies; submits annual field office inventory report.

Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of construction or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Construction Technician

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 survey tools and equipment and automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, invoices, engineering plans and specifications, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental manuals, the Employee Handbook, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, records of samples, inspection reports, signage summary, force account, notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and 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 construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at a construction project site.
- Work may involve exposure to temperature and weather extremes, dust, wetness or humidity, noise extremes, machinery, and traffic hazards.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Construction Technician

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

Effective Date: 07.10.2012
Last Modified: 07.10.2012

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	12211
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Medical Examiner's Office	Exhibit C	

Classification Function

The purpose of this classification is to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Chief Forensic Photographer. Positions in this class independently perform recurring, well-precedented tasks using standard methods and techniques. Incumbents establish and maintain quality control and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

Essential Job Functions

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

- 50% +/- 10%

• Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary.
- 30% +/- 10%

• Processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards; processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; assists with preparation and presentation of images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.
- 10% +/- 5%

• Performs miscellaneous responsibilities related to photography laboratory; cleans and maintains equipment; tracks inventory and supplies.
- 10% +/- 5%

• Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; instructs interns and provides demonstrations.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Forensic Photographer

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field with one (1) year of experience performing digital and conventional photography in a studio or laboratory setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, film, image catalogues, list of Mugshots required, list of autopsied cases, materials safety data sheets, and receiving book.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, standard operating procedures, software and hardware manuals, safety manuals, Materials Safety Data sheets, Training Manual, publications, equipment manuals, reference books, journals, and employee handbook.

Forensic Photographer

- Ability to prepare illustrations, optical discs, digital images, photographic prints, scanned image files, PowerPoint presentations, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions, and to meet deadlines.
- Ability to use and interpret basic medical terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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:	Laboratory Technician- Toxicology	Class Number:	12191
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is to facilitate work in the toxicology laboratory by performing a variety of administrative, routine testing, laboratory cleaning, supply disposal, and restocking responsibilities.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision then progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this classification. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This position does not supervise but may instruct or train other employees.

Essential Job Functions

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

- 35% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; performs variety of laboratory functions and/or prepares testing on evidence; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records; analyzes carboxyhemoglobin for STAT and routine determinations using appropriate analytical techniques and instrumentation; performs/assists Forensic Scientists with other routine testing.
- 20% +/- 10%
- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence in process of examination in the laboratory; maintains integrity of evidence storage rooms, refrigerators, and freezers; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by forensic accreditation boards, associations, and laboratory policies.
- 15% +/- 5%
- Enters case results in the information management system based on a testing hierarchy; assists with locating specimens for analysis; prepares specimen collection tubes for Receiving Department and Autopsy Room; acts as the primary person responsible for preparing shipping packages and sending cases out to reference laboratories for testing.
- 15% +/- 5%
- Assists laboratory staff with cleaning of the laboratory, washing glassware and miscellaneous duties as necessary; maintains laboratory cleanliness by wiping counter surfaces, fume hoods leans and putting away glassware; assists the Quality Assurance Officer and other laboratory staff with walk in refrigerator/freezer organization and evidence sealing; organizes, maintains, and disposes of specimens in the refrigerator and freezer; replaces full biohazard/sharps containers with clean ones

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Laboratory Technician

and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps, and glass trash boxes/containers in Extraction and Instrument rooms.

10% +/- 5%

- Prepares a variety of submission, inventory and release documentation; operates computer system, entering data and records into computer system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents; assists with maintenance of records related to room/refrigerator/freezer temperature(s) and hood flow velocity; provides administrative and technical assistance; assists with copying and filing of data; assists with putting away and organizing laboratory supplies.

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required; trains and instructs other employees and interns on performance of Laboratory Technician duties.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years experience in performing clerical and inventory control duties; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a limited variety of automated laboratory machines and laboratory tools and supplies.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, or lift up to 20 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate with supervisor, family members of the deceased, funeral homes personnel, law enforcement personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in “walk-in” refrigerator and freezer environments for short periods of time.
- Work may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, and disease/bodily fluids.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Fleet Services	Class Number:	15073
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works	Exhibit E	

Classification Function

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

Distinguishing Characteristics

This is a management classification working under general supervision of the Chief Deputy – Maintenance. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in developing strategic plans, goals and objectives, making budget recommendations, directing operations and programs through subordinate supervisors and staff, and evaluating effectiveness and implementing corrective changes. The class of Manager, Fleet Services is distinguished from the class of Supervisor, Fleet Services in that the latter classification is limited to overseeing activities primarily related to maintenance and repair and does not have responsibility for budget management or ensuring the Fleet Services' overall efficiency.

Essential Job Functions

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

- 25% +/- 10%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; assesses and schedules work to be performed by vendors including recalls, warranty, and insurance repairs; defines scope of work and obtains quotes for contract services when necessary; performs research for new and replacement vehicles and large capital equipment purchases; reviews new equipment specifications; creates and executes the capital equipment replacement schedule for all departments in the County; monitors and maintains inventory levels; approves invoices; oversees preventative maintenance programs; keeps detailed records of maintenance, repairs, and warranty information of all fleet vehicles and equipment.
- 25% +/- 10%
- Supervises and directs the work of lower-level supervisors and other department staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs Bureau of Underground Storage Tank Regulations (BUSTR) inspections; updates maintenance records; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; oversees environmental reporting for fleet and related equipment and materials; coordinates E-check reporting to Ohio EPA.

Established: 7/10/2012
Last Modified: 2/13/2019

Fleet Services Manager

10% +/- 5%

- Participates in preparation of fleet department's annual budget and oversees use; gathers and analyzes operations and financial data regarding all facets of fleet operations; makes recommendations regarding budget to fund operations and increase efficiency; prepares and reviews labor and materials cost estimates for proposed fleet work; investigates, creates specifications, and makes recommendations for the purchase of new equipment and modifications to existing equipment; makes recommendations and oversees fleet services purchases including materials, parts, equipment, and tools; records and provides charge back information to the fiscal division; prepares purchase orders.

5% +/- 2%

- Assesses fleet services' effectiveness and efficiency; identifies best business practices; maintains policies and procedures manual; assures safe work practices and compliance with all local, state, and federal regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources and achieve goals and objectives.

5% +/- 2%

- Directs and oversees various programs including the County Fuel Card program and County GPS program; logs, tracks, and documents County vehicle license plates and maintains titles; oversees auction and disposal of all obsolete County vehicles and equipment; manages repairs of the Homeland security trailers for the Department of Justice Affairs.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; remains on-call 24 hours a day to respond to emergency or urgent situations.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- Must obtain and maintain a Class "B" Underground Storage Tank (UST) Operator Certification within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Established: 7/10/2012
Last Modified: 2/13/2019

Fleet Services Manager

- Ability to crawl, crouch, bend, twist, and lift, push, or pull up to 50lbs.

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, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, and budgeting terminology and language.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	17021
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services	<i>Exhibit F</i>	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.

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

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent, and 1 year of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.
- Certified Medical Billing and Coding Specialist, or an equivalent certification is required.

Additional Requirements for all levels

Effective Date: 1993
Last Modified: 02.13.2019

Medical Records Technician

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Effective Date: 1993
Last Modified: 02.13.2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser Coordinator	Class Number:	20011
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office	<i>Exhibit G</i>	

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and regulations.

Essential Job Functions

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

- 30% +/- 10%
- Supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet regarding property characteristics and value;

Effective Date: 12.06.2011
Last Modified: 04.10.2012

Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance or related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- Real Estate Appraiser certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Effective Date: 12.06.2011
Last Modified: 04.10.2012

Residential/Agricultural Appraisal Coordinator

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Print Production	Class Number:	15162
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	Exhibit H	

Classification Function

The purpose of this classification is to provide print services to County departments and supervise staff in the printing and reproduction department.

Distinguishing Characteristics

This is a level classification with responsibility for planning, directing, and controlling the printing and reproduction department. This position oversees the operations and promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage a small number of employees. This position has input into setting a budget and is responsible for staying within an assigned budget. This class is distinguished from the Printing Coordinator in that it supervises the latter position and has responsibility for overall management of the department.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff of printing and reproduction division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Prepares bid and contract specifications; prepares invitation to bid (ITB); prepares request for proposal (RFP) for the County's print management contract; monitors contract funding; reviews and approves contract payments; performs financial and administrative duties of contract.
- 10% +/- 5%
- Provides print services to County departments; provides consulting services for County agencies regarding printing requisitions; provides estimates, time frames, and procures materials for projects; prepares, reviews, and processes print job specifications; processes printing request to meet client's requirements; coordinates the production of printing orders throughout the entire printing process.
- 10% +/- 5%
- Maintains and oversees the division operating budget; prepares, reviews, and presents pricing model for division cost recovery; prepares and maintains a database of internal charges to County agencies; prepares reports of division activities; reviews, performs, and approves accounts payable; identifies operating and capital budget needs.

Effective Date: 2006
Last Modified: 10.13.2016

Senior Printing Coordinator

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; performs agency assessments for placement of copiers and/or network printers; prepares, recommends, and assists with all copier additions, removals, moves, and configuration updates; maintains database containing all equipment models, locations, contacts, and average monthly volumes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of print production, printing services, graphic communications, or related experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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 and specialized printing equipment.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, or lift up to 100 pounds.

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, evaluation, 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 perform routine statistics and basic algebra.

Language Ability & Interpersonal Communication

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

Effective Date: 2006
Last Modified: 10.13.2016

Senior Printing Coordinator

- Ability to comprehend a variety of informational documents including vendor invoices, department orders, correspondence, in-house requisitions, checks, contract payments, requests for quotes, personnel documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, legal dictionary, and Personnel Policies and Procedures Manual.
- Ability to prepare print job specifications, invitations to bid, bid evaluation documents, reports (i.e. – revenue reports, paper usage reports, photo copier volume reports, and expenditures report), correspondence, personnel documents, customer invoices, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, accounting, and contract terminology and language.
- Ability to communicate effectively with supervisors, vendors, customers, contractors, coworkers, and other County employees.

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, and noise extremes.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Nursing	Class Number:	17032
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Services	Exhibit I	

Classification Function

The purpose of this classification is to assist the Nursing Director with supervising Nursing Supervisors and coordinating the home care skilled services programs.

Distinguishing Characteristics

This is a supervisory level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 45% +/- 10%
- Supervises and directs the work of the Nursing Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 25% +/- 10%
- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns.

- 15% +/- 5%
- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

Effective Date: 01.09.1999
Last Modified: 02.11.2015

Senior Supervisor, Nursing

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings, conferences, and interagency and community meetings; develops and maintains policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) years of nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

- Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) and lift up to 50lbs.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

Senior Supervisor, Nursing

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, medical books and desk references, lab referral reference, and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.

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:	Supervisor, Drug Chemistry Laboratory	Class Number:	12264
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit J</i>	

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Drug Chemistry Department of the Medical Examiner's Office, ensuring the proper handling and analysis of evidence to detect poisonings and drug use in order to aid legal investigations of crimes and/or death.

Distinguishing Characteristics

This is a manager level classification. Incumbents in the class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the drug chemistry lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

- 55% +/- 10%
- Performs administrative and technical case reviews; reviews technical laboratory records and results of tests and examinations; reviews analysis worksheets, evidence submission forms, electronic instrument, data, and final reports for accuracy and completeness; confers with Forensic Scientist in cases of error or other problems; compiles/manages caseload statistics; researches information regarding new drug compounds; stays up to date on changes in state and federal laws regarding drug classifications and narcotic laws; provides court testimony as an expert witness.
- 20% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Ensures that drug chemistry laboratory activities are completed on time and accurately; ensures drug chemistry unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

Effective Date: 07.28.2014
Last modified: 07.28.2014

Supervisor, Drug Chemistry Laboratory

10% +/- 5%

- Oversees regular maintenance of Drug Chemistry laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; researches, validates, and implements new procedures; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and six (6) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift up to 100 lbs. (with assistance).

Supervisory Responsibilities

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

Effective Date: 07.28.2014
Last modified: 07.28.2014

Supervisor, Drug Chemistry Laboratory

Mathematical Ability

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

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records analysis worksheets, evidence submission forms, electronic final reports, and log books.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Drug Codes, ANSI-ASQ National Accreditation Board Standards, SWGDRUG Guidelines, standard operating procedures, forensic science books and journals, training manuals, instrument/equipment manual, safety manuals, quality assurance manuals, and code of ethics.
- Ability to prepare set records, competency test records, drug chemistry case records, evidence logs, analytical results, forms, charts, correspondence, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, 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, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, attorneys, juries, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, smoke, dust, disease, bodily fluids, electrical currents, bright or dim lights, and laboratory equipment/machinery.

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

Effective Date: 07.28.2014
Last modified: 07.28.2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Supervisor	Class Number:	15072
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	Exhibit K	

Classification Function

The purpose of this classification is to supervise and direct the work of mechanics and other assigned staff and oversee the maintenance and repair of County automotive and mechanic equipment and related facilities.

Distinguishing Characteristics

This is a first-line supervisor classification working under **general** supervision of the Manager, Fleet Services. This class works within a framework of policies, procedures, and regulations, and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations and budgetary restrictions.

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%
- Supervises and directs the work of mechanics and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 30% +/- 10%
- Schedules and tracks vehicle maintenance and repairs; makes determination of necessary repairs to underground storage tanks; applies labor charges for repair orders; orders required replacement parts from correct vendors; analyzes body shop estimates and schedules repairs with body shops; monitors and schedules vehicle warranty repairs and recalls; analyzes and produces preventative maintenance reports for service scheduling; oversees snow plow and salt equipment preparation, repair, and maintenance; oversees welding and fabrication work; makes routine inspections of equipment; operates various motor vehicles to run diagnostics and test after repairs have been completed; schedules and coordinates vehicle cleaning

- 20% +/- 10%
- Oversees operations of the public works facility; conducts inventory of parts and equipment; determines needs, obtains bids, and orders equipment and supplies; analyzes and monitors data from underground storage tanks; makes repairs as needed; supports and assists with county fuel card purchase program; monitors County GPS system and coordinates installations, removals, and reporting.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Fleet Services Supervisor

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares purchase orders; provides input in budget meetings; prepares budget requests; coordinates vehicle auctions; schedules and approves vehicle loaner/rental requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in Automotive Technology and three (3) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Automotive Service Excellence (ASE) Master Certification in Automotive and Medium/Heavy Duty Truck; or equivalent technical training.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain a class "B" Underground Storage Tank Operator within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools, and supplies.
- Ability to crawl, crouch, bend, twist, and lift, push, or pull up to 50lbs.

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, evaluation, or promotion of employees
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Fleet Services Supervisor

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, mileage reports, estimates, garage reports, equipment reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including employee handbook, shop manuals, fleet buyers guide, vehicle electronics manual, parts manuals, equipment manuals, Electronic or Web Based Programs and Reference Materials, Ohio Administrative Code (AOC), Ohio Revised Code (ORC), Federal Code for Regulations (CFR), and Department of Transportation (DOT)
- Ability to prepare schedules, garage reports, work orders, estimates, Chargeback/Force accounts, purchase orders, disciplinary reports, time and leave documents, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.
- Ability to communicate effectively with supervisor, department directors, drivers, security personnel, auto body shop personnel, sales representatives, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

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:	Supervisor, Trace Evidence Laboratory	Class Number:	12274
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit L</i>	

Classification Function

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

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees and promotes the efficiencies of the trace evidence lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

- 40% +/- 10%
- Oversees and participates in the recognition, collection, and processing of evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; prepares and analyzes trace evidence samples on scientific instrumentation; applies instrumental, physical, and chemical techniques in the examination of trace evidence; documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence staff; testifies in courts of law regarding trace evidence examinations.

- 20% +/- 10%
- Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Ensures that trace evidence laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures trace evidence unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Trace Evidence laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, biological, or forensic science with six (6) years of experience performing forensic trace evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

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.

Supervisor, Trace Evidence Lab

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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, routine statistics, and understand college level algebra, geometry, and trigonometry.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history forms, trace evidence reports, autopsy reports, police reports and photos, requests for information release, subpoenas, record of evidence submissions, record of evidence releases, case final reports, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, forensic science books and journals, quality assurance manual, safety manual, training manual, instrument manuals, hazardous material records, and code of ethics.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, instrument maintenance logs, supply order requests, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment
- Work may involve exposure to strong odors, toxic agents, disease, bodily fluids, electrical currents, and laboratory equipment/machinery.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Trace Evidence Lab

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Effective Date: 07.28.2014
Last Modified: 07.28.2014



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: October 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 August 2, 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 REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Communications Specialist 10151	11A/Exempt	11A/Exempt (No Change)	Communications

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Construction Technician 18011	4A/Non-Exempt	4A/Non-Exempt (No Change)	Public Works
Forensic Photographer 12211	6A/Non-Exempt	6A/Non-Exempt (No Change)	Medical Examiner
Laboratory Technician – Toxicology 12191	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner
Manager, Fleet Services 15073	13A/Exempt	13A/Exempt (No Change)	Public Works
Medical Records Technician 17021	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human services
Residential/Agricultural Appraisal Coordinator 20011	13A/Exempt	13A/Exempt (No Change)	Fiscal Office
Senior Printing Coordinator (Manager, Print Production) 15162	11A/Exempt	11A/Exempt (No Change)	Public Works
Senior Supervisor, Nursing 17032	12A/Exempt	12A/Exempt (No Change)	Human Services
Supervisor, Drug Chemistry Laboratory 12264	17A/Exempt	17A/Exempt (No Change)	Medical Examiner
Supervisor, Fleet Services 15072	11A/Exempt	11A/Exempt (No Change)	Public Works
Supervisor, Trace Evidence Laboratory 12274	17A/Exempt	17A/Exempt (No Change)	Medical Examiner

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10151	Communications Specialist	Communications	Exempt	11A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10151	Communications Specialist	Communications	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Communications Department
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Louise Madigan, Director of Communications	8/6/2019	Email	Copied on
	8/8/2019	Email	Communications
	8/22/2019	Email	Copied on
	9/9/2019	Email	Communications
	9/9/2019	Email	Copied on
Eliza Wing, CCO	9/9/2019	Email	Communications
	8/6/2019	Email	Review of Final Draft
	8/8/2019	Email	Follow Up Question
	8/22/2019	Email	Reminder
	9/9/2019	Email	Reminder
Jim Battigaglia – Archer Consultant	9/9/2019	Email	Clarification
	9/9/2019	Email	Confirmation of Change
	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Specialist	Class Number:	10151
FLSA:	Exempt	Pay Grade:	11A
Dept:	Communications Department		

Classification Function

The purpose of this classification is to write and develop internal and external communication collateral for Cuyahoga County's Communications Department.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing, and delivering public relations, marketing, and informational materials. Employees at this level are expected to become fully aware of operating procedures and policies of the assigned work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained.

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%
- Develops and writes internal and external communication collateral for Cuyahoga County's Communications Department; develops communication collateral (including press releases, newsletters, employee communications, web writing, blog posts, long-form articles, County business, and various campaigns and social media posts); maintains relationships with subject matter experts from different county departments, the media, and other outside sources; researches information to prepare for writing stories using online, in-print, and authoritative sources; gathers input from relevant stakeholders and subject matter experts for press release development, blog posts, and media; reviews and analyzes data gathered from sources for content production; collaborates with all county agencies to develop their communication strategies and tactics; develops online surveys to understand the County and community's perspective on specific issues.
- 30% +/- 10%
- Proposes and develops ideas and strategies to enhance the County's public image; communicates with media personnel regarding Cuyahoga County stories or press releases; monitors media coverage via online resources and social media; drafts and/or pitches ideas for approval by the Chief Communications Officer or Council; assists with creating speeches and presentations for county departments and directors.
- 20% +/- 10%
- Reviews, coordinates, and responds to public records requests for the Communications Department; utilizes storage software to log and track requests; gathers materials and information to send in response to requests; assists with public records audits by answering questions and providing information.
- 10% +/- 5%
- Manages the bidding process for Communication Department contracts; selects vendors based on responses to RFPs/RFIs; reviews bids to select most appropriate vendor; sends contracts to the Office of Procurement and Diversity; enters information into enterprise information platform and procurement system; processes payments for purchases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public relations, communications or related field with three (3) years of public relations, marketing communications, or journalism 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, copier, and telephone.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and 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.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, agency policies and procedures manual, and County branding standards.
- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Communications Specialist

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
18011	Construction Technician	Public Works	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18011	Construction Technician	Public Works	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Works
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michael Tworzydlo	7/16/2019 8/14/2019 8/23/2019	Email Email Email	Review of Final Draft Reminder Questions regarding Driver's License and Environmental Hazards
Michael Dever, Director of PW	7/16/2019 8/14/2019 8/23/2019	Email Email Email	Copied on Communications Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Construction Technician	Class Number:	18011
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works		

Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. Positions in this class work under general guidance and supervision and perform recurring tasks using standard methods and techniques. This classification works under a framework of well-defined policies, procedures, and regulations. This position has no supervisory responsibilities.

Essential Job Functions

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

- 75% +/- 10%

• Inspects various phases of construction to ensure that the project complies with contractual plans and specifications; inspects and records project information (e.g. type and quality of work, progress and incident pictures, pay item quantities, construction methods, material inspection reports, etc.); provides daily reports of project observations and work completed to project lead for review; ensures projects are being completed according to local, State, and Federal standards; ensures that all relevant local, State, and Federal safety policies and procedures are being observed; reviews project blueprints, specifications, and contracts to verify material quantities and calculations; collects material samples to be delivered off-site for physical testing; calculates material quantities used on project; observes and records non-satisfactory, defective, or incomplete work for project finalization.
- 15% +/- 5%

• Serves as a liaison to the public; assures safety practices are being met; answers questions and addresses concerns related to the construction project; works with angry/dissatisfied residents to resolve issues; assists with establishing safe pedestrian and vehicle traffic routes through or around the construction project site.
- 10% +/- 5%

• Assists with various administrative support functions; records daily project site attendance; verifies overtime reports submitted by contractors; submits orders for field office supplies; submits annual field office inventory report.

Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of construction or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Construction Technician

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 survey tools and equipment and automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, invoices, engineering plans and specifications, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental manuals, the Employee Handbook, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, records of samples, inspection reports, signage summary, force account, notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and 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 construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at a construction project site.
- Work may involve exposure to temperature and weather extremes, dust, wetness or humidity, noise extremes, machinery, and traffic hazards.

Construction Technician

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

CURRENT CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
12211	Forensic Photographer	MEO	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
12211	Forensic Photographer	MEO	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Medical Examiner's Office
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kate Snyder, Chief Forensic Photographer	5/21/2019	Email	Review of Final Draft
	6/5/2019	Email	Reminder
	6/13/2019	Email	Reminder
	6/18/2019	Email	Resend Drafts
	7/8/2019	Email	Reminder
	8/8/2019	Email	Reminder
	8/21/2019	Email	Confirmation of Receipt
Dr. Thomas Gilson, ME	5/21/2019	Email	Copied on Communications
	8/8/2019	Email	Copied on Communications
Hugh Shannon, Administrator	5/21/2019	Email	Copied on Communications
	8/8/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	12211
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Chief Forensic Photographer. Positions in this class independently perform recurring, well-precedented tasks using standard methods and techniques. Incumbents establish and maintain quality control and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

Essential Job Functions

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

- 50% +/- 10%
- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary.
- 30% +/- 10%
- Processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards; processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; assists with preparation and presentation of images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.
- 10% +/- 5%
- Performs miscellaneous responsibilities related to photography laboratory; cleans and maintains equipment; tracks inventory and supplies.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; instructs interns and provides demonstrations.

Forensic Photographer

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field with one (1) year of experience performing digital and conventional photography in a studio or laboratory setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, film, image catalogues, list of Mugshots required, list of autopsied cases, materials safety data sheets, and receiving book.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, standard operating procedures, software and hardware manuals, safety manuals, Materials Safety Data sheets, Training Manual, publications, equipment manuals, reference books, journals, and employee handbook.

Forensic Photographer

- Ability to prepare illustrations, optical discs, digital images, photographic prints, scanned image files, PowerPoint presentations, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions, and to meet deadlines.
- Ability to use and interpret basic medical terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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
12191	Laboratory Technician - Toxicology	MEO	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12191	Laboratory Technician - Toxicology	MEO	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, minimum qualifications, physical requirements and environmental adaptability were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Medical Examiner's Office
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Eric Lavins, Supervisory – Toxicology Laboratory	7/16/2019 8/14/2019 8/22/2019	Email Email Email	Review of Final Draft Reminder Confirmation of Receipt
Dr. Luiginio Apollonio, Chief Toxicologist	7/16/2019 8/14/2019 8/22/2019	Email Email Email	Review of Final Draft Reminder Confirmation of Receipt
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Laboratory Technician- Toxicology	Class Number:	12191
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to facilitate work in the toxicology laboratory by performing a variety of administrative, routine testing, laboratory cleaning, supply disposal, and restocking responsibilities.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision then progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this classification. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This position does not supervise but may instruct or train other employees.

Essential Job Functions

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

- 35% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; performs variety of laboratory functions and/or prepares testing on evidence; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records; analyzes carboxyhemoglobin for STAT and routine determinations using appropriate analytical techniques and instrumentation; performs/assists Forensic Scientists with other routine testing.
- 20% +/- 10%
- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence in process of examination in the laboratory; maintains integrity of evidence storage rooms, refrigerators, and freezers; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by forensic accreditation boards, associations, and laboratory policies.
- 15% +/- 5%
- Enters case results in the information management system based on a testing hierarchy; assists with locating specimens for analysis; prepares specimen collection tubes for Receiving Department and Autopsy Room; acts as the primary person responsible for preparing shipping packages and sending cases out to reference laboratories for testing.
- 15% +/- 5%
- Assists laboratory staff with cleaning of the laboratory, washing glassware and miscellaneous duties as necessary; maintains laboratory cleanliness by wiping counter surfaces, fume hoods leans and putting away glassware; assists the Quality Assurance Officer and other laboratory staff with walk in refrigerator/freezer organization and evidence sealing; organizes, maintains, and disposes of specimens in the refrigerator and freezer; replaces full biohazard/sharps containers with clean ones

Laboratory Technician

and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps, and glass trash boxes/containers in Extraction and Instrument rooms.

10% +/- 5%

- Prepares a variety of submission, inventory and release documentation; operates computer system, entering data and records into computer system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents; assists with maintenance of records related to room/refrigerator/freezer temperature(s) and hood flow velocity; provides administrative and technical assistance; assists with copying and filing of data; assists with putting away and organizing laboratory supplies.

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required; trains and instructs other employees and interns on performance of Laboratory Technician duties.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years experience in performing clerical and inventory control duties; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a limited variety of automated laboratory machines and laboratory tools and supplies.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, or lift up to 20 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate with supervisor, family members of the deceased, funeral homes personnel, law enforcement personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in “walk-in” refrigerator and freezer environments for short periods of time.
- Work may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, and disease/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
15073	Manager, Fleet Services	Public Works	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15073	Manager, Fleet Services	Public Works	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised on 2/13/2019. The essential job functions, minimum qualifications, language, and formatting were updated to be consistent with the lower level position. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brian Stapleton, Chief Maintenance Administrator	5/31/2019	Email	Questions Regarding Minimum Quals
	6/13/2019	Email	Reminder
	7/1/2019	Email	Reminder
	7/16/2019	Email	Review of Final Draft
	7/20/2019	Email	Clarification
Michael Dever, Director of PW	7/16/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Fleet Services	Class Number:	15073
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works		

Classification Function

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

Distinguishing Characteristics

This is a management classification working under general supervision of the Chief Deputy – Maintenance. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in developing strategic plans, goals and objectives, making budget recommendations, directing operations and programs through subordinate supervisors and staff, and evaluating effectiveness and implementing corrective changes. The class of Manager, Fleet Services is distinguished from the class of Supervisor, Fleet Services in that the latter classification is limited to overseeing activities primarily related to maintenance and repair and does not have responsibility for budget management or ensuring the Fleet Services' overall efficiency.

Essential Job Functions

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

- 25% +/- 10%
 - Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; assesses and schedules work to be performed by vendors including recalls, warranty, and insurance repairs; defines scope of work and obtains quotes for contract services when necessary; performs research for new and replacement vehicles and large capital equipment purchases; reviews new equipment specifications; creates and executes the capital equipment replacement schedule for all departments in the County; monitors and maintains inventory levels; approves invoices; oversees preventative maintenance programs; keeps detailed records of maintenance, repairs, and warranty information of all fleet vehicles and equipment.
- 25% +/- 10%
 - Supervises and directs the work of lower-level supervisors and other department staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
 - Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs Bureau of Underground Storage Tank Regulations (BUSTR) inspections; updates maintenance records; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; oversees environmental reporting for fleet and related equipment and materials; coordinates E-check reporting to Ohio EPA.

Fleet Services Manager

10% +/- 5%

- Participates in preparation of fleet department's annual budget and oversees use; gathers and analyzes operations and financial data regarding all facets of fleet operations; makes recommendations regarding budget to fund operations and increase efficiency; prepares and reviews labor and materials cost estimates for proposed fleet work; investigates, creates specifications, and makes recommendations for the purchase of new equipment and modifications to existing equipment; makes recommendations and oversees fleet services purchases including materials, parts, equipment, and tools; records and provides charge back information to the fiscal division; prepares purchase orders.

5% +/- 2%

- Assesses fleet services' effectiveness and efficiency; identifies best business practices; maintains policies and procedures manual; assures safe work practices and compliance with all local, state, and federal regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources and achieve goals and objectives.

5% +/- 2%

- Directs and oversees various programs including the County Fuel Card program and County GPS program; logs, tracks, and documents County vehicle license plates and maintains titles; oversees auction and disposal of all obsolete County vehicles and equipment; manages repairs of the Homeland security trailers for the Department of Justice Affairs.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; remains on-call 24 hours a day to respond to emergency or urgent situations.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- Must obtain and maintain a Class "B" Underground Storage Tank (UST) Operator Certification within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Fleet Services Manager

- Ability to crawl, crouch, bend, twist, and lift, push, or pull up to 50lbs.

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, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, and budgeting terminology and language.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

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
17021	Medical Records Technician	Health and Human Services	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17021	Medical Records Technician	Health and Human Services	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. The education and experience requirements were updated. No change to pay grade or FLSA status
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No. of Employees Affected:	One
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, 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>
Darlene Wade, Deputy Administrator	07/08/2019	Email	Ask questions about questionnaire
Darlene Wade, Deputy Administrator	07/29/2019	Email	Asked questions about incumbent's certification
Darlene Wade, Deputy Administrator & David Smith, Director of Nursing	07/30/2019	Email	Sent drafted specification for review
Darlene Wade, Deputy Administrator & David Smith, Director of Nursing	08/13/2019	Email	Reminder
Jim Battigaglia, Archer Consultant	09/10/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	17021
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

60% +/- 10%

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

40% +/- 10%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent, and 1 year of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.
- Certified Medical Billing and Coding Specialist, or an equivalent certification is required.

Additional Requirements for all levels

Effective Date: 1993
Last Modified: 02.13.2019

Medical Records Technician

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Fiscal Office
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Harbaugh, Director of Appraisal	7/30/2019	Email	Clarification Regarding Minimum Qualifications Review of Final Draft
	7/30/2019	Email	
Neil Winans, Manager, R/A Appraisal	7/30/2019	Email	Clarification Regarding Minimum Qualifications Review of Final Draft
	7/30/2019	Email	
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser Coordinator	Class Number:	20011
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and regulations.

Essential Job Functions

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

- 30% +/- 10%
- Supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet regarding property characteristics and value;

Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance or related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- Real Estate Appraiser certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Residential/Agricultural Appraisal Coordinator

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

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
15162	Senior Printing Coordinator	Public Works	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15162	Manager, Print Production	Public Works	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The title, essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michael Chambers, Fiscal Officer	6/28/2019	Email	Review of Final Draft and suggestion of Title Change
	7/16/2019	Email	Reminder
	7/30/2019	Email	Reminder
Michael Dever, Director of PW	7/25/2019	Email	Copied on
	7/31/2019	Email	Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Print Production	Class Number:	15162
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide print services to County departments and supervise staff in the printing and reproduction department.

Distinguishing Characteristics

This is a level classification with responsibility for planning, directing, and controlling the printing and reproduction department. This position oversees the operations and promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage a small number of employees. This position has input into setting a budget and is responsible for staying within an assigned budget. This class is distinguished from the Printing Coordinator in that it supervises the latter position and has responsibility for overall management of the department.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff of printing and reproduction division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Prepares bid and contract specifications; prepares invitation to bid (ITB); prepares request for proposal (RFP) for the County's print management contract; monitors contract funding; reviews and approves contract payments; performs financial and administrative duties of contract.
- 10% +/- 5%
- Provides print services to County departments; provides consulting services for County agencies regarding printing requisitions; provides estimates, time frames, and procures materials for projects; prepares, reviews, and processes print job specifications; processes printing request to meet client's requirements; coordinates the production of printing orders throughout the entire printing process.
- 10% +/- 5%
- Maintains and oversees the division operating budget; prepares, reviews, and presents pricing model for division cost recovery; prepares and maintains a database of internal charges to County agencies; prepares reports of division activities; reviews, performs, and approves accounts payable; identifies operating and capital budget needs.

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; performs agency assessments for placement of copiers and/or network printers; prepares, recommends, and assists with all copier additions, removals, moves, and configuration updates; maintains database containing all equipment models, locations, contacts, and average monthly volumes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of print production, printing services, graphic communications, or related experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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 and specialized printing equipment.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, or lift up to 100 pounds.

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, evaluation, 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 perform routine statistics and basic algebra.

Language Ability & Interpersonal Communication

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

Senior Printing Coordinator

- Ability to comprehend a variety of informational documents including vendor invoices, department orders, correspondence, in-house requisitions, checks, contract payments, requests for quotes, personnel documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, legal dictionary, and Personnel Policies and Procedures Manual.
- Ability to prepare print job specifications, invitations to bid, bid evaluation documents, reports (i.e. – revenue reports, paper usage reports, photo copier volume reports, and expenditures report), correspondence, personnel documents, customer invoices, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, accounting, and contract terminology and language.
- Ability to communicate effectively with supervisors, vendors, customers, contractors, coworkers, and other County employees.

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, and noise extremes.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Human Services & Sheriff
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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 Alex Hamame, Classification and Compensation Intern
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Tamara Mearig, HR Manager	8/8/2019	Email	Question Regarding Essential Functions
Janice Belcher, HR Generalist	8/8/2019	Email	Question Regarding Essential Functions
David Smith, Director, Nursing	8/21/2019 9/6/2019	Email Email	Review of Final Draft Reminder
Darlene Wade, Assistant Executive Deputy	8/21/2019 9/6/2019	Email Email	Review of Final Draft Reminder
Jim Battigaglia, Archer Consultant	9/10/2019 9/26/2019	Email Email	Request for Pay Grade Evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Nursing	Class Number:	17032
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Services		

Classification Function

The purpose of this classification is to assist the Nursing Director with supervising Nursing Supervisors and coordinating the home care skilled services programs.

Distinguishing Characteristics

This is a supervisory level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 45% +/- 10%
- Supervises and directs the work of the Nursing Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns.
- 15% +/- 5%
- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

Senior Supervisor, Nursing

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings, conferences, and interagency and community meetings; develops and maintains policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) years of nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

- Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) and lift up to 50lbs.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

Senior Supervisor, Nursing

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, medical books and desk references, lab referral reference, and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.

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
12264	Supervisor, Drug Chemistry Laboratory	MEO	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12264	Supervisor, Drug Chemistry Laboratory	MEO	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Medical Examiner’s Office
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	8/26/2019	Email	Review of Final Draft
Dr. Thomas Gilson, County MEO	8/26/2019	Email	Copied on Communications
Hugh Shannon, MEO Administrator	8/26/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Drug Chemistry Laboratory	Class Number:	12264
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Drug Chemistry Department of the Medical Examiner's Office, ensuring the proper handling and analysis of evidence to detect poisonings and drug use in order to aid legal investigations of crimes and/or death.

Distinguishing Characteristics

This is a manager level classification. Incumbents in the class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the drug chemistry lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

- 55% +/- 10%
- Performs administrative and technical case reviews; reviews technical laboratory records and results of tests and examinations; reviews analysis worksheets, evidence submission forms, electronic instrument, data, and final reports for accuracy and completeness; confers with Forensic Scientist in cases of error or other problems; compiles/manages caseload statistics; researches information regarding new drug compounds; stays up to date on changes in state and federal laws regarding drug classifications and narcotic laws; provides court testimony as an expert witness.
- 20% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Ensures that drug chemistry laboratory activities are completed on time and accurately; ensures drug chemistry unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

Supervisor, Drug Chemistry Laboratory

10% +/- 5%

- Oversees regular maintenance of Drug Chemistry laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; researches, validates, and implements new procedures; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and six (6) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift up to 100 lbs. (with assistance).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 perform routine and advanced statistical analysis and college level algebra.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records analysis worksheets, evidence submission forms, electronic final reports, and log books.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Drug Codes, ANSI-ASQ National Accreditation Board Standards, SWGDRUG Guidelines, standard operating procedures, forensic science books and journals, training manuals, instrument/equipment manual, safety manuals, quality assurance manuals, and code of ethics.
- Ability to prepare set records, competency test records, drug chemistry case records, evidence logs, analytical results, forms, charts, correspondence, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, 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, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, attorneys, juries, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, smoke, dust, disease, bodily fluids, electrical currents, bright or dim lights, and laboratory equipment/machinery.

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
15072	Supervisor, Fleet Services	Public Works	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15072	Supervisor, Fleet Services	Public Works	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brian Stapleton, Chief Maintenance Administrator	5/31/2019	Email	Questions Regarding Minimum Quals
	6/13/2019	Email	Reminder
	7/1/2019	Email	Reminder
	7/16/2019	Email	Review of Final Draft
John Pinter, Manager – Fleet Services	5/31/2019	Email	Questions Regarding Minimum Quals
	6/13/2019	Email	Reminder
	7/1/2019	Email	Reminder
	7/16/2019	Email	Review of Final Draft
Michael Dever, Director of PW	7/16/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Supervisor	Class Number:	15072
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise and direct the work of mechanics and other assigned staff and oversee the maintenance and repair of County automotive and mechanic equipment and related facilities.

Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Manager, Fleet Services. This class works within a framework of policies, procedures, and regulations, and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations and budgetary restrictions.

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%
- Supervises and directs the work of mechanics and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Schedules and tracks vehicle maintenance and repairs; makes determination of necessary repairs to underground storage tanks; applies labor charges for repair orders; orders required replacement parts from correct vendors; analyzes body shop estimates and schedules repairs with body shops; monitors and schedules vehicle warranty repairs and recalls; analyzes and produces preventative maintenance reports for service scheduling; oversees snow plow and salt equipment preparation, repair, and maintenance; oversees welding and fabrication work; makes routine inspections of equipment; operates various motor vehicles to run diagnostics and test after repairs have been completed; schedules and coordinates vehicle cleaning
- 20% +/- 10%
- Oversees operations of the public works facility; conducts inventory of parts and equipment; determines needs, obtains bids, and orders equipment and supplies; analyzes and monitors data from underground storage tanks; makes repairs as needed; supports and assists with county fuel card purchase program; monitors County GPS system and coordinates installations, removals, and reporting.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares purchase orders; provides input in budget meetings; prepares budget requests; coordinates vehicle auctions; schedules and approves vehicle loaner/rental requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in Automotive Technology and three (3) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Automotive Service Excellence (ASE) Master Certification in Automotive and Medium/Heavy Duty Truck; or equivalent technical training.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain a class "B" Underground Storage Tank Operator within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools, and supplies.
- Ability to crawl, crouch, bend, twist, and lift, push, or pull up to 50lbs.

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, evaluation, or promotion of employees
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Fleet Services Supervisor

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, mileage reports, estimates, garage reports, equipment reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including employee handbook, shop manuals, fleet buyers guide, vehicle electronics manual, parts manuals, equipment manuals, Electronic or Web Based Programs and Reference Materials, Ohio Administrative Code (AOC), Ohio Revised Code (ORC), Federal Code for Regulations (CFR), and Department of Transportation (DOT)
- Ability to prepare schedules, garage reports, work orders, estimates, Chargeback/Force accounts, purchase orders, disciplinary reports, time and leave documents, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.
- Ability to communicate effectively with supervisor, department directors, drivers, security personnel, auto body shop personnel, sales representatives, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

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
12274	Supervisor, Trace Evidence Laboratory	MEO	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12274	Supervisor, Trace Evidence Laboratory	MEO	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Medical Examiner's Office
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	8/16/2019 9/10/2019	Email Email	Review of Final Draft Confirmation of Receipt and Clarification
Dr. Thomas Gilson, County MEO	8/16/2019 9/10/2019	Email	Copied on Communications
Hugh Shannon, MEO Administrator	8/16/2019 9/10/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Trace Evidence Laboratory	Class Number:	12274
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees and promotes the efficiencies of the trace evidence lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Oversees and participates in the recognition, collection, and processing of evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; prepares and analyzes trace evidence samples on scientific instrumentation; applies instrumental, physical, and chemical techniques in the examination of trace evidence; documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence staff; testifies in courts of law regarding trace evidence examinations.

20% +/- 10%

- Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Supervisor, Trace Evidence Lab

15% +/- 5%

- Ensures that trace evidence laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures trace evidence unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Trace Evidence laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, biological, or forensic science with six (6) years of experience performing forensic trace evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

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.

Supervisor, Trace Evidence Lab

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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, routine statistics, and understand college level algebra, geometry, and trigonometry.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history forms, trace evidence reports, autopsy reports, police reports and photos, requests for information release, subpoenas, record of evidence submissions, record of evidence releases, case final reports, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, forensic science books and journals, quality assurance manual, safety manual, training manual, instrument manuals, hazardous material records, and code of ethics.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, instrument maintenance logs, supply order requests, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment
- Work may involve exposure to strong odors, toxic agents, disease, bodily fluids, electrical currents, and laboratory equipment/machinery.

Supervisor, Trace Evidence Lab

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>
REVISED					
Communications Specialist	10151	11A/Exempt	11A/Exempt (No Change)	Communications	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Construction Technician	18011	4A/Non-Exempt	4A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Forensic Photographer	12211	6A/Non-Exempt	6A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Laboratory Technician – Toxicology	12191	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, minimum qualifications, physical requirements and environmental adaptability were updated. No change to pay grade or FLSA status.
Manager, Fleet Services	15073	13A/Exempt	13A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised on 2/13/2019. The essential job functions, minimum qualifications, language, and formatting were updated to be consistent with the lower level position. No change to pay grade or FLSA status.
Medical Records Technician	17021	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human services	PRC routine maintenance. Classification last revised in 2019. The education and experience requirements were updated. No change to pay grade or FLSA status.
Residential/Agricultural Appraisal Coordinator	20011	13A/Exempt	13A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2012. The language, and formatting were updated. No change to pay grade or FLSA status.
Senior Printing Coordinator (<i>Manager, Print Production</i>)	15162	11A/Exempt	11A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2016. The title, essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Senior Supervisor, Nursing	17032	12A/Exempt	12A/Exempt (No Change)	Human Services	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Drug Chemistry Laboratory	12264	17A/Exempt	17A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.
Supervisor, Fleet Services	15072	11A/Exempt	11A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Trace Evidence Laboratory	12274	17A/Exempt	17A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0212

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 September 11, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S) 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: *Employment Testing Associate*
Class Number: 10132
Pay Grade: 4A/Non-Exempt
- Exhibit B: Class Title: *IT Infrastructure Engineer 1*
Class Number: 16431
Pay Grade: 5B/Non-Exempt
- Exhibit C: Class Title: *IT Infrastructure Engineer 2*
Class Number: 16432
Pay Grade: 8B/Non-Exempt
- Exhibit D: Class Title: *IT Infrastructure Engineer 3*
Class Number: 16433
Pay Grade: 10B/Exempt
- Exhibit E: Class Title: *IT Infrastructure Engineer 4*
Class Number: 16434
Pay Grade: 12B/Exempt
- Exhibit F: Class Title: *IT Infrastructure Engineer 5*
Class Number: 16435
Pay Grade: 13B/Exempt
- Exhibit G: Class Title: *IT Infrastructure Engineer 6*
Class Number: 16436
Pay Grade: 14B/Exempt
- Exhibit H: Class Title: *Manager, IT Infrastructure and Operations*
Class Number: 16441
Pay Grade: 16B/Exempt
- Exhibit I: Class Title: *Senior Development Housing Specialist*
Class Number: 21022
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

- Exhibit J: Class Title: *Appraisal System Administrator*
Class Number: 16311
Pay Grade: 17B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.

Exhibit K: Class Title: *Manager, Commercial/Industrial Appraisal*
Class Number: 20031
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit L: Class Title: *Manager, Residential/Agricultural Appraisal*
Class Number: 20012
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit M: Class Title: *Mental Health Intake Specialist*
Class Number: 10181
Pay Grade: 7A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2013.
The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.

Exhibit N: Class Title: *Supervisor, Medical Secretary*
Class Number: 10012
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updated the language of the Classifications Specification to better reflect the duties performed by the incumbent. No change to the pay grade.

Exhibit O: Class Title: *Supervisor, Sign Shop*
Class Number: 15151
Pay Grade: 9A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit P: Class Title: *Director, Nursing-Corrections*
Class Number: 17061
Pay Grade: 15A/Exempt
* The duties performed by this classification are no being performed by MetroHealth and this classification is no longer needed by the department.

Exhibit Q: Class Title: *Manager, Accounting*
Class Number: 11064
Pay Grade: 12A/Exempt
* The Manager, Accounting is vacant and no longer administratively necessary as all high-level Accountants report directly to the Manager, Financial Reporting.

Exhibit R: Class Title: *Senior Supervisor, Fiscal Office*
Class Number: 11102
Pay Grade: 11A/Exempt
* The Senior Supervisor, Fiscal Office is vacant and no longer administratively necessary since the Fiscal Office organizational structure has changed to no longer need a second level of supervisors (the Fiscal Officer Supervisor classification will suffice).

Exhibit S: Class Title: *Supervisor, Records Management*
Class Number: 10123
Pay Grade: 9A/Exempt
* This position is vacant, and the department no longer has a need to fill it as MetroHealth maintains the jails medical records.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: September 24, 2019
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Amended in Committee: October 1, 2019

Committee Report/Second Reading: October 8, 2019

Journal CC036
October 22, 2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Associate	Class Number:	10132
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Personnel Review Commission	<i>EXhibit A</i>	

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

30% +/- 10%

- Assists the Personnel Review Commission's employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit's email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process.

30% +/- 10%

- Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants' education and experience qualifications; evaluates applicants' eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status.

20% +/- 10%

- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records systems; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.) to assist with data tracking and reporting; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate files according to established records management systems; compiles data in Excel sheets and calculates basic statistics for management's review.

15% +/- 10%

- Performs test proctoring responsibilities; prints hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains

Effective:

Employment Testing Associate

high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests.

5% +/- 2%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) years of administrative support experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, copier, printer, telephone, and fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare logs, memos, reports, spreadsheets, work orders, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

Effective:

Employment Testing Associate

- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 1	Class Number:	TBD
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to provide IT infrastructure and operational support of IT technology as well as to assist with the receipt and inventory of County IT equipment. Incumbents in this classification are responsible for deliveries of both IT and non-IT assets.

Distinguishing Characteristics

This is an entry level classification responsible for assisting with the delivery and installation of the County IT equipment at the user locations and provide junior level support of the IT technology. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned.

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%
- Provides junior level support of the IT technology such as a hardware break fix; delivers, installs, and tears downs IT technology including PC's, printers, and other peripheral devices; answers end user questions; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 25% +/- 10%
- Assists with asset lifecycle management; places and records tags onto new equipment; scans and records barcodes on equipment for inventory purposes; disposes of County PC's or other peripheral devices that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and end user questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to other IT Infrastructure Engineers.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed: TBD

IT Infrastructure Engineer 1

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including service desk tickets, emails, and delivery and shipping related materials.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

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: TBD

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 2	Class Number:	1086152
FLSA:	Non-Exempt	Pay Grade:	8B
Dept:	Information Technology	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to build, deploy and support end user related technologies. This includes building, configuring, diagnosing, and driving incident management.

Distinguishing Characteristics

This is an entry level classification responsible for the build, deployment, and support of end user related technologies for the County. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 65% +/- 10%
- Builds, deploys, and supports all end user related technologies; builds, configures, diagnoses, and drives incident management internally and with vendors; creates documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.

- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; assists with assets management lifecycle; deems if a piece of IT equipment is operational or nonoperational.

- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.

- 25% +/- 10%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed:

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets, technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

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:	IT Infrastructure Engineer 3	Class Number:	1086153
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of end user related technologies as well as to assist as a project lead when requested by management. This includes building, configuring, diagnosing, and driving incident management internally and with the vendors.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all end user related technology for the County as well as assisting in driving the execution of projects and tasks when assigned. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification handles the more complex support tickets related to the end user related technologies and the service tickets.

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%
- Builds, deploys, and supports all end user related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with the vendors; resolves the more complex support tickets; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; administers incident related documentation; opens cases with vendors; assists and educates end users on the use and best practices of the technology; assists with the creation of trainings for end users.

- 20% +/- 10%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.

- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; disposes technology that are deemed nonoperational.

- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.

- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Proposed

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with two (2) years of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

IT Infrastructure Engineer 3

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 4	Class Number:	1086154
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	<i>Exhibit E</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This class is responsible for resolving basic server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as diagnosing and driving incident management both internally and with vendors. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 75% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with three (3) years of end user IT technologies experience including one (1) year of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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:	IT Infrastructure Engineer 5	Class Number:	1086155
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This classification is responsible for resolving more complex server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading smaller, less complex projects. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 4 in that this classification requires certification in a current County IT server technology.

Essential Job Functions

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

- 60% +/- 10%

• Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed; supports end user related technologies as needed.
- 15% +/- 5%

• Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%

• Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%

• Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.
- 15% +/- 5%

• Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Proposed

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science or a related field with four (4) years of end user IT technologies experience including two (2) years of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 6	Class Number:	1086156
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology	<i>Exhibit G</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies as well as to assist as a project lead for large, complex projects. This classification is responsible for researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology and assisting management on designing the architecture of software.

Distinguishing Characteristics

This is an advanced journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading large, complex projects. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 5 in that the senior level provides higher level technical support and troubleshooting assistance as well as assists in the designing of software architecture and researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology, and assists in budget management lifecycle.

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%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket.

- 10% +/- 5%
- Assists as a project lead for large, complex projects; assists in the development of project and task plans; oversees the execution of plans; manages the prioritization and execution of team member assignments.

- 10% +/- 5%
- Assists management with vendor contracts; assists in the development of technology forecasts; presents technology roadmaps to management; researches and provides reports or other documentation of technology, and/or Return on Investment for future technology; assists management on designing the architecture of technology; assists in budget management lifecycle.

- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.

Proposed

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.

15% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree Vocational training in information technology, computer science or a related field with five (5) years of end user and server environmental IT technologies experience including (6) months of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.

IT Infrastructure Engineer 6

- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, performance and trending, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, IT Infrastructure and Operations	Class Number:	1086161
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology	<i>Exhibit H</i>	

Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services.

Distinguishing Characteristics

This is a first-level supervisor classification responsible for managing the operations and activities of an IT Infrastructure unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively to increase efficiencies and economies of scale. The primary focus of the Manager class is to manage and develop project plans, supervise employees in performance of the work of a unit, contract and budget management, and provide responsible and complex support to the division administrator.

Essential Job Functions

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

- 50% +/- 10%
- Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.

- 20% +/- 10%
- Supervises the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, and vendors; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Proposed

Manager, IT Infrastructure and Operations

15% +/- 5%

- Assists the Infrastructure and Operations Administrator in the development, implementation and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Proposed

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 project related documents, service desk tickets, vendor contracts, invoices, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare annual reviews, staff appraisals, development plans, project plan updates, asset control inventory, performance and trending, technical documents, policies and procedures, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

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:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Development	<i>Exhibit I</i>	

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that is assists with the administration of the county's housing and development programs. This class works under the direction of the Housing and Community Development Administrator and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation, process and program improvement, and supervises the lower level class.

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%
- Assists with the administration of the county's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts.
- 20% +/- 5%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; develops new or revised programs and procedures.
- 15% +/- 5%
- Supervises Development Housing Specialists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors work performance standards; monitors and provides for training needs; meets with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date:
Last modified:

Senior Development Housing Specialist

10% +/- 5%

- Performs related administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration or related field with five (5) years of community or economic development experience; or any equivalent combination of training and experience.
- Valid 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.

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**, evaluation, 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 perform routine statistics.

Language Ability & Interpersonal Communication

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

Effective Date:
Last modified:

Senior Development Housing Specialist

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret loan underwriting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Effective Date:
Last modified:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	16311
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology	<i>Exhibit J</i>	

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. This position has no supervisory responsibilities.

Essential Job Functions

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

- 40% +/- 10%
- Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
- Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

Effective Date: 04.10.2012
Last Modified: 06.02.2014

Appraisal System Administrator

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

Effective Date: 04.10.2012
Last Modified: 06.02.2014

Appraisal System Administrator

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:	Manager, Commercial/Industrial Appraisal	Class Number:	20031
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	<i>Exhibit K</i>	

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgement in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. 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.

- 35% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Effective Date: 12.06.2011
Last Modified: 12.10.2015

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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.

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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.

Manager, Commercial/Industrial Appraisal

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

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:	Manager, Residential/Agricultural Appraisal	Class Number:	20012
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee is supervised by the Director of Appraisal and works within a framework of regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

Essential Job Functions

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

- 35% +/- 10%
- Supervises Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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.

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, evaluation, 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, perform routine statistics, and apply the principles of basic algebra and basic geometry.

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

Manager, Residential/Agricultural Appraisal

functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office	<i>Exhibit M</i>	

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

- 70% +/- 10%
- Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities
- 20% +/- 10%
- Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.
- 10% +/- 5%
- Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Mental Health Intake Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

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.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake Specialist

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:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office	<i>EXhibit N</i>	

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

Essential Job Functions

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

- 35% +/- 10%
- Supervises and directs the work of Medical Secretaries; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 10%
- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Medical Secretary

related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to serve in a supervisory capacity, influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

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:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works	<i>Exhibit O</i>	

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Public Works Office.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

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%

• Plans, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.
- 20% +/- 10%

• Supervises Sign Shop personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%

• Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

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 operate a variety of sign construction equipment including auger, hammer drill, band saw, and drill punch.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to understand and apply college level algebra and geometry.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, 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, and 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 engineering and related terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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:	Director, Nursing - Corrections	Class Number:	17061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office	<i>Exhibit P</i>	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 35% +/- 10%
- Supervises nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.

- 30% +/- 10%
- Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.

- 15% +/- 5%
- Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Effective Date: 10.11.2018
Last Modified: 10.11.2018

Director, Nursing - Corrections

10% +/- 5%

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

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Effective Date: 10.11.2018
Last Modified: 10.11.2018

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounting	Class Number:	11064
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor	<i>Exhibit Q</i>	

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of the Accounting unit in the Fiscal Office in reconciling revenues and expenses between the Accounting and Treasurer's Offices; to plan, organize, direct and participate in the preparation and review of the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Accounting unit in the Accounting Division of the Fiscal Office. This class works under direction from the Financial Reporting Manager and is responsible for ensuring timely and accurate accounting of revenues and expenses. The employee is expected to exercise discretion in applying procedures to ensure that the unit's activities are completed in a timely, efficient and accurate manner.

Essential Job Functions

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

- 25% +/- 15%
- Plans, directs, organizes, trains staff, and participates in the preparation and review of the County's Annual Financial Report (CAFR) including the Report to Management, Auditor Confirmations, Single Audit Report, and State reports; extracts data from FAMIS and summarizes data into financial statements; prepare cash basis statements and generate Generally Applied Accounting Principle (GAAP) basis statements.
- 15% +/- 10%
- Plans, directs, organizes, and participates in producing reports of the transactions for all funds for the monthly reconciliations between the Accounting Office and the Treasurer's Office; prepares the monthly reconciliation process between those two Offices for the County's General and Special revenue funds; determines discrepancies and reconciles.
- 15% +/- 10%
- Reviews, analyzes, and inputs information into the Financial Accounting Management Information System (FAMIS) system on a daily basis to adjust expenditures, revenue and appropriations as requested by the Office of Budget Management (OBM) or at the request of the agency when needed by an outside board; reviews and analyzes requests for new funds, organizational structure changes, and other account classification data.
- 10% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.
- 20% +/- 10%
- Assists in the preparation and implementation of a variety of financial record keeping processes; assists in the preparation of Single Audit schedules to report expenditures in subfunds that receive federal funds; performs year-end closing processes in order to close out old or inactive

Manager, Accounting

grants and subfunds; implements reporting models as required including providing required training.

5% +/- 5%

- Communicates with fiscal officers of assigned County departments; provides technical assistance on FAMIS and provides training sessions for departments with new accounting system users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with five (5) years experience in accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as a Certified Public Accountant.

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.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS reports, trial reports, cash financial statements and CAFR reports.

Manager, Accounting

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), GAAP, GAAFR, County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audits, CAFR reports, Accounting and Treasurer reconciliations, memos, forms, GAAP financial statements, performance reviews, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments, the general public and public accounting firms.

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:	Senior Supervisor, Fiscal Office	Class Number:	11102
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office	<i>Exhibit R</i>	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

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% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.

- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Effective Date: 12.06.2011
Last Modified: 12.06.2011

Senior Supervisor, Fiscal Office

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with five (5) years related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Effective Date: 12.06.2011
Last Modified: 12.06.2011

Senior Supervisor, Fiscal Office

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Effective Date: 12.06.2011
Last Modified: 12.06.2011

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor Records Management	Class Number:	10123
FLSA:	Exempt	Pay Grade:	9
Dept:	Sheriff's Department	<i>Exhibit S</i>	

Classification Function

The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Supervises records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibly in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.

- 30% +/- 10%
- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.

- 30% +/- 10%
- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

Effective Date: 1993
Last Modified: 03.01.2017

Supervisor, Records Management

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including time sheets, statistics, job applications, evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Effective Date: 1993
Last Modified: 03.01.2017

Supervisor, Records Management

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Effective Date: 1993
Last Modified: 03.01.2017

County Council of Cuyahoga County, Ohio

Ordinance No. O2019-0011

Sponsored by: Councilmembers Schron, Brady, Baker, Miller, Simon and Conwell	An Ordinance enacting Chapter 725 of the Cuyahoga County Code to establish an Opioid Mitigation Fund for the purpose of collecting and expending all funds received as part of any action related to the matter of <u>In Re: National Prescription Opiate Litigation</u> , United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the residents of the County of Cuyahoga, Ohio, have been devastated by the opioid epidemic and the systems of Cuyahoga County have been stressed as a result, including Children and Family Services, the healthcare system, the justice system, Job and Family Services, and the Medical Examiner; and

WHEREAS, the Counties of Cuyahoga County, Ohio, and Summit County, Ohio, filed a civil action that was consolidated nationally and docketed as In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804; and

WHEREAS, during the litigation the Counties of Cuyahoga, Ohio, and Summit County, Ohio, have reached monetary settlements with certain defendants for which the Counties of Cuyahoga, Ohio, and Summit County, Ohio, have already received settlement funds; and

WHEREAS, the Counties of Cuyahoga, Ohio, and Summit County, Ohio, may in the future receive monies as the result of settlement agreement, trial verdict, court order or some other action related to the litigation; and

WHEREAS, it is the intent of the Cuyahoga County Council to ensure that all monies received by Cuyahoga County as the result of a settlement agreement, trial verdict, court order or some other action related to In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804 be used solely for opioid remediation, mitigation, and rectification of the opioid epidemic in Cuyahoga County and said funds should be deposited into the Opioid Mitigation Fund.

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

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

SECTION 1. Chapter 725 of the Cuyahoga County Code is hereby enacted to read as follows:

Chapter 725: Opioid Mitigation Fund

Section 725.01 Fund Established

The Fiscal Officer is hereby directed to immediately establish a separate fund, called the Opioid Mitigation Fund, for the purpose of collecting and expending any and all funds received by Cuyahoga County as part of any action related to the matter of In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804. All such monies received as the result of a settlement agreement, trial verdict, court order or some other action related to this lawsuit shall be automatically transferred from the General Fund to the Opioid Mitigation Fund.

Section 725.02 Fund Uses:

The funds in the Opioid Mitigation Fund shall be used solely for the remediation, mitigation, and rectification of the opioid epidemic in Cuyahoga County.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0235

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution No. R2019-0222 dated 10/8/2019 to reconcile appropriations for 2019; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 12, 2017, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2018/2019 (Resolution No. R2017-0182) establishing the 2018/2019 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2019 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A.	21A702 – Operation Stonegarden (OPSG)			BA1901600
	SH760595 – FY’18 Operation Stonegarden (OPSG)			
	Personal Services	\$	101,770.00	
	Other Expenses	\$	98,230.00	

This request for appropriation is to set up the FY 2018 Operation Stonegarden Grant from the Ohio Emergency Management Agency. This is a new year of an existing project. This grant award was approved by the County Executive on 9/23/19, approval number BC2019-709. There is no cash match. This is the 8th continuance award. The FY16 award was 152,857 that ended on 6/30/2019 with 60% being spent to date. The FY17 award was \$215,000 that ends 4/30/2020 of which 10% has been expended to date. The grant period is 9/1/2019 to 6/30/2021.

B.	24A878 – HHS – Office of Reentry			BA1901601
	HS749069 – HHS – Office of Reentry			
	Other Expenses	\$	29,000.00	

Additional appropriation is being requested to fund year-end indirect, space maintenance and security charges for the Office of Reentry. Funding comes from the Health and Human Services Levy Funds.

C.	54P576 – Multi-Funded Sanitary Projects			BA1903140
	ST541219 – Bradford Elimination Sewer			
	Capital Outlays	\$	300,000.00	

Department of Public Works requests additional funding to process a change order due to change in material being used for the work through an easement. The change was requested by the City of Brecksville. The Bradford Road pump station is located in the City of Brecksville. The funds for this appropriation would be provided through a cash transfer on the same fiscal agenda (document JT1903141) from the Sewer District 13 fund, which includes fees paid by City of Brecksville.

D.	54A506 – Sewer District #13			BA1903142
	DV540708 – Sewer District #13 – Brecksville/Broadview			
	Other Expenses	\$	300,000.00	

Department of Public Works requests a cash transfer from District 13, using funds received from City of Brecksville fees, to the Bradford Elimination Sewer account for an increase in appropriation in the Multi-funded Sewer Projects fund. The appropriation increase is requested to provide a cash transfer (JT1903141 on the same fiscal agenda) to provide the cash for an appropriation increase in the Bradford Elimination Sewer budget for a change order. The appropriation increase in the Multi-funded Sewer Projects is requested on the same fiscal agenda (document BA1903140). As of August 31, 2019, the cash balance in fund 54A/506 was \$6,031,417.

E.	24A601 – Senior and Adult Services			BA1903146
	SA138321 – Administrative Services - SAS			
	Other Expenses	\$	1,155,228.85	

Office of Budget and Management requests an appropriation increase to cover the estimated Controlled Services internal chargebacks to the HHS Division of Senior and Adult Services. The chargebacks include security, indirect services, and a small amount for space maintenance. The majority of the space costs are captured in the rent payments made in the Contracts budget line within the Division's operating budget. This request includes \$661,000 for a reconciliation of the indirect services chargeback from 2018. Funding comes from the Health and Human Services levy.

F.	28W038 – WIA-WIOA	BA1909095
	W1150904 – WF Innovation & Opportunities Act	
	Other Expenses	\$ 191,724.00

Workforce Development requests additional appropriation following award of National Dislocated Worker Grants to service individuals affected by the opioid crisis. This grant period runs from July 2019 through March 2021. Funding was awarded in July 2019 in the amount of \$191,724.00 through the Ohio Department of Job and Family Services.

G.	20D447 – Economic Development Fund	BA1912162
	DV520676 – Cuyahoga County Western Reserve Fund	
	Other Expenses	\$ 890,001.04

Office of Budget Management is requesting an appropriation increase for the Department of Development in the Economic Development/Job Creation/Western Reserve Fund for \$890,001.04. This is for the purpose of providing appropriation for legislatively approved projects in the fund for Terves, LLC (BC2019-86), Consolidated Precision Products (BC2019-631), and The Hive (BC2019-675). Funding is provided by the Economic Development/Job Creation/Western Reserve Fund through a series of loan repayments and Casino/Community Development Fund subsidies. Current Cash Balance (as of 8-Oct-19 when including legislative encumbrances of \$8.1 mil) is \$14.9 mil.

H.	21A303 – CCA-Improve/Reinvest/Incentive	BA1912163
	CO760496 – Target Comm Alt to Prison (TCAP) FY20-21	
	Other Expenses	\$ 4,500,000.00

Common Pleas Court is requesting an appropriation increase for \$4,500,000.00. This is to support the setup of appropriations for Targeted Communities Alternative to Prison (T-CAP) grant for FY 20-21. Funding is provided by the Ohio Department of Rehabilitation and Correction's Bureau of Community Sanctions for the period of 7/1/19 - 6/30/21. This is a continuation grant, funds will be used to effectively supervise, treat and hold accountable low-level, non-violent offenders and at the same time safely reduce Ohio's prison population. No cash match was required and the previous index code was CO759894 with an award of \$2.25 million, is currently 18% expended. However, the Court has until 2020 to spend the previous award and will spend concurrently with this award.

I.	20D445 – Development Revolving Loan Fund	BA1912164
	DV520692 – Development-Revolving Loan Fund	
	Other Expenses	\$ 251,516.44

Office of Budget Management is requesting an appropriation increase of \$251,516.44 in the Development Revolving Loan Fund. This is for the purposes of preparing for moving cash for current year 2019 loan repayments into the Economic Development Fund from the Revolving

Loan Fund in an effort to collapse the semi-inactive Revolving Loan Fund and move the cash currently in it into the ED Fund (supported by JT1912159 also on the 22-Oct Fiscal Agenda). Current cash balance of the Revolving Loan Fund being transferred in full to the Economic Development Fund is \$251,516.44 as of 9-Oct-19.

J. 22A268 – HWAP 2012 **BA1912174**
 DV725333 – HWAP DOE Support 2012
 Other Expenses \$ 25,786.00

Office of Budget Management is requesting an appropriation increase of \$25,786.00 in the HWAP DOE Support 2012 grant index code. This is for the purposes of preparing for moving cash out of older HWAP grant index codes into other HWAP grants index codes to clear negative cash balances and close them out. Funding is provided by the US Department of Energy for 1/1/12 through 12/31/12, and the current cash balance of the HWAP DOE Support 2012 grant is \$36,955.46 as of 10-Oct-19.

K. 21A352 – Prosecutor Grants **BA1913646**
 PR760371 – FY19 Innovative Prosecution Program
 Personal Services \$ 267,841.00
 Other Expenses \$ 92,159.00

The Prosecutor's Office is requesting appropriations for the FY19 Innovative Prosecution Program grant which was awarded by the U.S. Department of Justice/Office of Justice Programs/Bureau of Justice Assistance for the period October 1, 2019 to September 30, 2021, CFDA #16.825. This is a new grant and there is no cash match requirement. The goal of this project is to improve the efficacy and efficiency of the Crime Strategies Unit. The proposed project has the following deliverables: (1) enhanced data collection on violent offenders in the County across multiple agencies; (2) develop and implement a data base that merges the data from the multiple agencies; (3) analysis of newly collected data; and (4) coordination and dissemination of intelligence information to police and prosecutors. The funding sourced required research for the grant covering the entire two-year period will be provided by Case Western Reserve, Begun Center for Violence Prevention and Education, Mandel School of Applied Social Sciences that is included in the appropriation request comprising 24.9% of the total award.

L. 01A001 – General Fund **BA1913648**
 PR200071 – Prosecutor-Child Support
 Other Expenses \$ 233,750.00

The Office of Budget and Management is requesting an appropriation increase to cover the remaining Controlled Costs, \$233,750, for the Prosecutor's-Child Support unit for 2019. Also, this request includes \$31,114 for the 2018 Indirect Cost Reconciliation. This expense is covered by the General Fund, whereas if eligible 66% will be reimbursed by Title IV-D Funds.

M. 01A001 – General Fund **BA1913650**
 PR191056 – Prosecutor-General Office
 Other Expenses \$ 140,221.00

The Office of Budget and Management, on behalf of the Prosecutor's Office is requesting additional appropriations for Outside Counsel (for DCFS employees) to assist in the anticipated

refiling of a wrongful death case involving the death of 5-year old Ta'Naejah McCloud on March 17, 2017.

N. 40A069 – Capital Projects	BA1913641
IT768333 – Enterprise Resource Planning-ERP	
Other Expenses	\$ 2,963,462.00

The Office of Budget and Management on behalf of Information and Technology is requesting an appropriation increase, \$2,963,463.00, for Change Order #33 in regard to the ERP - Project Drive Schedule Extension into 2020. This project is funded by the General Fund.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 40A524 – Oh Dept of Pub Wrks Integrating Committee	BA1903147
CE785329 – Bagley Road 1143	
Capital Outlays	\$ 37,539.68
TO: 40A524 – Oh Dept of Pub Wrks Integrating Committee	
CE785329 – Bagley Road 1143	
Personal Services	\$ 37,539.68

Public Works requests a transfer in appropriation in the Bagley Rd Sewer Project to allow for in house salary expenses 2018 & 2019 to be transferred in. Funding comes from State Issue I funding, County Road & Bridge funds, and Sanitary funds.

B. FROM: 01A001 – General Fund	BA1909096
IG030411 – Inspector General	
Personal Services	\$ 5,000.00
TO: 01A001 – General Fund	
IG030411 – Inspector General	
Other Expenses	\$ 5,000.00

The Agency of the Inspector General requests and appropriation adjustment from salaries to other operating for staff training and development. AIG has surplus salaries to support this adjustment. Funding source is General Fund.

C. FROM: 01A001 – General Fund	BA1912166
CO380410 – Common Pleas-Probation	
Personal Services	\$ 1,050,000.00
TO: 01A001 – General Fund	
CO380121 – Common Pleas-Judicial/General	
Personal Services	\$ 150,000.00
Other Expenses	\$ 700,000.00

01A001 – General Fund		
CO380410 – Common Pleas-Probation		
Other Expenses	\$	200,000.00

Common Pleas Court is requesting an appropriation transfer of \$1,050,000.00. This realignment of appropriation is to realign budget for upcoming year-end expenses within General Fund accounts. Funding is provided by the General Fund, personnel surpluses are a result of vacancies, creating lower than anticipated personnel costs within Probation.

D. FROM: 01A001 – General Fund		BA1912167
CO380220 – Common Pleas-Central Sched.		
Personal Services	\$	340,000.00
TO: 01A001 – General Fund		
CO380196 – Common Pleas-Arbitration		
Personal Services	\$	225,000.00
01A001 – General Fund		
CO380220 – Common Pleas-Central Sched.		
Other Expenses	\$	115,000.00

Common Pleas Court is requesting an appropriation transfer of \$340,000.00. This realignment of appropriation is to realign budget for upcoming year-end expenses within General Fund accounts. Funding is provided by the General Fund, personnel surpluses are a result of vacancies, creating lower than anticipated expenses in Court Services.

E. FROM: 22A268 – HWAP 2012		BA1912172
DV725333 – HWAP DOE Support 2012		
Personal Services	\$	4,570.39
TO: 22A268 – HWAP 2012		
DV725333 – HWAP DOE Support 2012		
Other Expenses	\$	4,570.39

Department of Development is requesting an appropriation transfer within the HWAP DOE Support 2012 grant for \$4,570.39. This is to realign unused salary appropriation into Other Operating to prepare for transfer out of current cash within the grant to other HWAP accounts. Funding was provided by the US Department of Energy for the period of 1/1/12 through 12/31/12.

F. FROM: 22A268 – HWAP 2012		BA1912173
DV725341 – HWAP HHS Administration 2012		
Personal Services	\$	1,025.04
TO: 22A268 – HWAP 2012		
DV725341 – HWAP HHS Administration 2012		
Other Expenses	\$	1,025.04

Department of Development is requesting an appropriation transfer within the HWAP HHS Administration grant for \$1,025.04. This is to realign unused salary appropriation into Other Operating to prepare for transfer out of current cash within the grant to other HWAP

accounts. Funding was provided by the US Department of Energy for the period of 1/1/12 through 12/31/12.

G. FROM: 01A001 – General Fund	BA1913645
JA100354 – Justice Affairs-CECOMS	
Other Expenses	\$ 7,000.00
TO: 01A001 – General Fund	
JA100354 – Justice Affairs-CECOMS	
Personal Services	\$ 7,000.00

The Department of Public Safety and Justice Services is requesting an appropriation transfer to move appropriations from contracts, that will not be utilized, to cover the shortfall in salaries for 2019. This expense is covered by the General Fund.

H. FROM: 01A001 – General Fund	BA1913649
JA302224 – Public Safety Grants Administration (RPL)	
Other Expenses	\$ 46,329.55
TO: 01A001 – General Fund	
JA100354 – Justice Affairs-CECOMS	
Capital Outlays	\$ 46,329.55

The Department of Public Safety and Justice Services is requesting an appropriation transfer for the purchase of a radio console. This expense is funded by the General Fund.

SECTION 3. That the 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 54A506 – Sewer District #13	JT1903141
DV540708 – Sewer District #13 – Brecksville/Broadview	
Transfer Out	\$ 300,000.00
TO: 54P576 – Multi-Funded Sanitary Projects	
ST541219 – Bradford Elimination Sewer	
Revenue Transfer	\$ 300,000.00

Department of Public Works requests a cash transfer from District 13, using funds received from City of Brecksville fees, to the Bradford Elimination Sewer account for an increase in appropriation in the Multi-funded Sewer Projects fund. The appropriation increase is requested for a change order related to the Bradford pump station elimination project located in the City of Brecksville. The appropriation increase in the Multi-funded Sewer Projects is requested on the same fiscal agenda, document BA1903140. The appropriation request in index code DV540708 for this cash transfer expense is also on the same fiscal agenda, document BA1903142. As of August 31, 2019, the cash balance in fund 54A/506 was \$6,031,417.

B.	FROM: 20D445 – Development Revolving Loan Fund DV520692 – Development-Revolving Loan Fund Transfer Out	\$ 251,516.44	JT1912159
	TO: 20D447 – Economic Development Fund DV520676 – Cuyahoga County Wester Reserve Fund Revenue Transfer	\$ 251,516.44	

Office of Budget Management is requesting a cash transfer of \$251,516.44 from the Development Revolving Loan Fund to the Economic Development (Western Reserve/Job Creation) Fund. This is to move cash from current year 2019 loan repayments into the Economic Development Fund in an effort to collapse the semi-inactive Revolving Loan Fund (accompanying appropriation increase BA1912164 also on 22-Oct Agenda). Current cash balance of the remainder of the Revolving Loan Fund being transferred in full to the Economic Development Fund is \$251,516.44 as of 9-Oct-19.

C.	FROM: 22A250 – HWAP 2011 DV726091 – HWAP HHS Administration 2011 Transfer Out	\$ 28.23	JT1912175
	22S274 – HWAP ARRA 2009-2010 DV725192 – HWAP ARRA DOE Admin 2009-2010 Transfer Out	\$ 112.66	
	22S274 – HWAP ARRA 2009-2010 DV725226 – HWAP ARRA EPP Low Use 2009-2010 Transfer Out	\$ 600.00	
	22A268 – HWAP 2012 DV725358 – HWAP HHS Support 2012 Transfer Out	\$ 1,900.02	
	22A268 – HWAP 2012 DV725341 – HWAP HHS Administration 2012 Transfer Out	\$ 12,032.26	
	22A268 – HWAP 2012 DV725366 – HWAP HHS Health & Safety 2012 Transfer Out	\$ 13,962.96	
	22A268 – HWAP 2012 DV725333 – HWAP DOE Support 2012 Transfer Out	\$ 36,955.46	
	01A001 – General Fund DV014100 – Economic Development Transfer Out	\$ 40,880.17	
	TO: 22A270 – HWAP W/City of Cleve DV725382 – HWAP 2013/2014 W/City of Cleve Revenue Transfer	\$ 63,166.86	

22A250 – HWAP 2011 DV725275 – HWAP DOE Support 2011 Revenue Transfer	\$	22,507.77
22A250 – HWAP 2011 DV725259 – HWAP DOE Administration Revenue Transfer	\$	9,099.26
22A268 – HWAP 2012 DV725317 – HWAP DOE Administration 2012 Revenue Transfer	\$	3,844.64
22A249 – Home Weatherization Assistance Pr. 2009 DV719138 – HWAP HHS Support 2009 Revenue Transfer	\$	3,744.39
22A268 – HWAP 2012 DV725325 – HWAP DOE Health & Safety 2012 Revenue Transfer	\$	3,478.37
22A249 – Home Weatherization Assistance Pr. 2009 DV719088 – HWAP DOE Administration 2009 Revenue Transfer	\$	380.00
22A249 – Home Weatherization Assistance Pr. 2009 DV719146 – HWAP HHS Health & Safety 2009 Revenue Transfer	\$	250.00
22A250 – HWAP 2011 DV726117 – HWAP HHS Health & Safety 2011 Revenue Transfer	\$	0.39
22A250 – HWAP 2011 DV725267 – HWAP DOE Health & Safety 2011 Revenue Transfer	\$	0.08

Department of Development is requesting a combined Cash Transfer of \$106,471.76 from various old HWAP Index Codes and its General Fund index code. This is for the purpose of using Positive Cash Balance and some General Fund Operating Funds to assist in balancing HWAP Index Codes with Negative Cash Balances to ultimately close them out. Funding was provided by HWAP (via the US Department of Energy) and the General Fund.

SECTION 4. That items approved in Resolution No. R2019-0222 dated October 8, 2019 be rescinded as follows to reconcile appropriations for 2019 in the County's financial system:

Resolution No. R2019-0222 dated 10/8/2019:

Original Item to be Rescinded – Section 3

Fund Nos./Budget Accounts

Journal Nos.

C. FROM: 01A001 – General Fund
SU514141 – Capital Improvement Subsidy
Transfer Out \$ 565,734.53

TO: 40A069 – Capital Projects
CC768390 – JC Perimeter Sec., Keying & ADA Parking
Revenue Transfer \$ 964.82

40A069 – Capital Projects
CC769075 – BOE Fire Alarm System Upgrade
Revenue Transfer \$ 174.34

40A069 – Capital Projects
CC768861 – Roof Replacement – Old Courthouse.
Revenue Transfer \$ 383.12

40A069 – Capital Projects
CC769158 – Carpeting 2016/2017
Revenue Transfer \$ 17,338.59

40A069 – Capital Projects
CC769216 – HHS Fit Study
Revenue Transfer \$ 13,875.69

40A069 – Capital Projects
CC769186 – 2017 General A/E Services
Revenue Transfer \$ 20,704.56

40A069 – Capital Projects
CC769190 – 2017 Gen. Constr. Mgmt./Testing Services
Revenue Transfer \$ 63,846.60

40A069 – Capital Projects
CC769208 – 2017 Gen. Mech., Elec. & Plumbing Serv.
Revenue Transfer \$ 12,648.00

40A069 – Capital Projects
CC769240 – JJC Roof Ladders and Pumps
Revenue Transfer \$ 851.85

40A069 – Capital Projects
CC769265 – Countywide Fire Dampers Project
Revenue Transfer \$ 92,095.00

40A069 – Capital Projects
CC769406 – Halle Bldg Parking Lot Design/Construct.
Revenue Transfer \$ 145,712.51

JT1915186

40A069 – Capital Projects
 CC769463 – 2018 Gen. Architect.-Enginrg. Services
 Revenue Transfer \$ 55,881.99

40A069 – Capital Projects
 CC769497 – 2018 Gen. Mech. Elec. Plumb. Srvc.
 Revenue Transfer \$ 78,884.92

40A099 – Maintenance Projects
 CC769646 – 2018/2019 Countywide Carpet Contract
 Revenue Transfer \$ 49,700.45

40A069 – Capital Projects
 CC769653 – JC Bldg Façade Compliance Repair Prog.
 Revenue Transfer \$ 12,672.09

Cash transfer into the JC Perimeter Sec., Keying & ADA Parking, BOE Fire Alarm System Upgrade, Roof Replacement - Old Courthouse, Carpeting 2016/2017, HHS Fit Study, 2017 General A/E Services, 2017 Gen. Constr. Mgmt./Testing Services, 2017 Gen. Mech., Elect. & Plumbing Serv., JJC Roof Ladders and Pumps, Countywide Fire Dampers Project, Halle Bldg Parking Lot Design/Construct., 2018 Gen. Architect.-Enginrg. Services, 2018 Gen. Mech. Elec. Plumb. Srvc., 2018/2019 Countywide Carpet Contract and JC Bldg Facade Compliance Repair Prog. to cover current expenses.

Resolution No. R2019-0222 dated 10/8/2019:

Original Item to be Replaced – Section 3

Fund Nos./Budget Accounts

Journal Nos.

C.	FROM: 01A001 – General Fund	JT1915186
	SU514141 – Capital Improvement Subsidy	
	Transfer Out \$ 565,734.53	
	TO: 40A069 – Capital Projects	
	CC768390 – JC Perimeter Sec., Keying & ADA Parking	
	Revenue Transfer \$ 964.82	
	40A069 – Capital Projects	
	CC769075 – BOE Fire Alarm System Upgrade	
	Revenue Transfer \$ 174.34	
	40A069 – Capital Projects	
	CC768861 – Roof Replacement – Old Courthouse.	
	Revenue Transfer \$ 383.12	
	40A069 – Capital Projects	
	CC769158 – Carpeting 2016/2017	
	Revenue Transfer \$ 17,338.59	

40A069 – Capital Projects		
CC769216 – HHS Fit Study		
Revenue Transfer	\$	13,875.69
40A069 – Capital Projects		
CC769182 – 2017 General A/E Services		
Revenue Transfer	\$	20,704.56
40A069 – Capital Projects		
CC769190 – 2017 Gen. Constr. Mgmt./Testing Services		
Revenue Transfer	\$	63,846.60
40A069 – Capital Projects		
CC769208 – 2017 Gen. Mech., Elec. & Plumbing Serv.		
Revenue Transfer	\$	12,648.00
40A069 – Capital Projects		
CC769240 – JJC Roof Ladders and Pumps		
Revenue Transfer	\$	851.85
40A069 – Capital Projects		
CC769265 – Countywide Fire Dampers Project		
Revenue Transfer	\$	92,095.00
40A069 – Capital Projects		
CC769406 – Halle Bldg Parking Lot Design/Construct.		
Revenue Transfer	\$	145,712.51
40A069 – Capital Projects		
CC769463 – 2018 Gen. Architect.-Enginrg. Services		
Revenue Transfer	\$	55,881.99
40A069 – Capital Projects		
CC769497 – 2018 Gen. Mech. Elec. Plumb. Svcs.		
Revenue Transfer	\$	78,884.92
40A099 – Maintenance Projects		
CC769646 – 2018/2019 Countywide Carpet Contract		
Revenue Transfer	\$	49,700.45
40A069 – Capital Projects		
CC769653 – JC Bldg Façade Compliance Repair Prog.		
Revenue Transfer	\$	12,672.09

Cash transfer into the JC Perimeter Sec., Keying & ADA Parking, BOE Fire Alarm System Upgrade, Roof Replacement - Old Courthouse, Carpeting 2016/2017, HHS Fit Study, 2017 General A/E Services, 2017 Gen. Constr. Mgmt./Testing Services, 2017 Gen. Mech., Elec. & Plumbing Serv., JJC Roof Ladders and Pumps, Countywide Fire Dampers Project, Halle Bldg Parking Lot Design/Construct., 2018 Gen. Architect.-Enginrg. Services, 2018 Gen. Mech. Elec.



TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Armond Budish, County Executive; Bill Mason, Chief of Staff; Mary Louise Madigan, Communications; Office of Budget & Management Staff
DATE: October 15, 2019
RE: Fiscal Agenda – 10/22/2019

As required by **County Code Section 701.08(D)**, the Office of Budget and Management (OBM) has prepared the attached Fiscal Agenda for Council consideration. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to ensure enough appropriation to meet programmatic needs. OBM respectfully requests that the Fiscal Agenda be approved by Council under suspension of the rules on First Reading at its meeting on **October 22, 2019**.

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeenan@cuyahogacounty.us, I am always happy to discuss any of these items – or anything relative to the County’s budget - in more detail.

Items of note on this agenda include:

- Request to appropriate grants awarded to the Sheriff’s Department, the Prosecutor’s Office, and the Department of Workforce Development, the latter of which is to provide services to dislocated workers affected by the opiate epidemic.
- Request to increase appropriation to HHS/Senior & Adult Services and the Child Support division of the Prosecutor’s Office to post shared administrative (i.e. controlled) charges. These charges were anticipated in the 2nd Quarter Update – the appropriation request does not reflect an increase in projected expenses in the HHS Levy or General Fund, but rather a budget adjustment to match what has been projected.
- Request to increase appropriation to the Economic Development Fund following approval of loans for economic development and job retention projects.
- Request to appropriate a \$4.5 million T-CAP grant awarded to the Common Pleas Court. The Targeted Community Alternatives to Prison program provides funding to courts to effectively supervise, treat, and hold accountable individuals who have ben adjudicated for low-level, non-violent offenses.
- Requests for appropriation adjustments and cash transfers needed to properly close old grants managed by the Department of Development.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0236

<p>Sponsored by: County Executive Budish/Department of Law, Fiscal Officer, Cuyahoga County Board of Revision and County Treasurer</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers’ International Union of North America, Local 860, representing three separate bargaining units including: approximately 165 employees in various classifications at the Office of the Fiscal Officer, approximately 10 employees in various classifications at the Cuyahoga County Board of Revision and approximately 30 employees in various classifications at the Office of the County Treasurer for the period 1/1/2019 - 12/31/2021; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with Laborers’ International Union of North America, Local 860, in an effort to negotiate a collective bargaining agreement (“CBA”) that includes approximately 165 employees in various classifications at the Office of the Fiscal Officer, approximately 10 employees in various classifications at the Cuyahoga County Board of Revision and approximately 30 employees in various classifications at the Office of the County Treasurer for the period 1/1/2019 - 12/31/2021; and

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and

WHEREAS, the members of the bargaining unit met and voted to ratify the proposed collective bargaining agreement in full; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body

within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, the County Executive, Department of Law, Fiscal Officer, Cuyahoga County Board of Revision and County Treasurer are recommending that Council approve the proposed Collective Bargaining Agreement for the period 1/1/2019 – 12/31/2021; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Office of the Fiscal Officer, Cuyahoga County Board of Revision and Office of the County Treasurer.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing three separate bargaining units including: approximately 165 employees in various classifications at the Office of the Fiscal Officer, approximately 10 employees in various classifications at the Cuyahoga County Board of Revision and approximately 30 employees in various classifications at the Office of the County Treasurer for the period 1/1/2019 - 12/31/2021, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, shall be budgeted and appropriated.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC036
October 22, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0237

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 - 11/30/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the Cuyahoga County Archives Advisory Commission is authorized under Cuyahoga County Code Section 206.11; and

WHEREAS, Cuyahoga County Code Section 206.11 (E)(3) states that, “With regard to the initial terms of appointed Commission members, three members shall be appointed to full terms and two members shall be appointed to half terms.”

WHEREAS, the County Executive has nominated the following individuals for reappointment to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 – 11/30/2023:

- a. Deborah A. Abbott
- b. Kieth A. Peppers

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 – 11/30/2023:



October 11, 2019

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

Re: Cuyahoga County Archives Advisory Commission

Dear President Brady:

Pursuant to Cuyahoga County Ordinance No. 0214-0028, Cuyahoga County has established an Archives Advisory Commission. This nine (9) member board promotes the identification and preservation of historical records and ensures access by Cuyahoga County and the general public. I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Archives Advisory Commission:

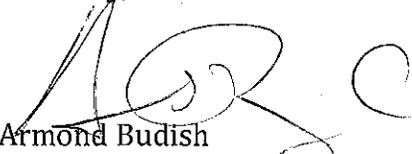
- **Deborah A. Abbott**, 4-year term, 12/01/2019 - 11/30/2023
- **Kieth A. Peppers**, 4-year term, 12/01/2019 - 11/30/2023

Attached you will find copies of the nominee's bio/resume for your review. The members of this board are not compensated and serve 4-year terms.

There is (1) other candidate on file for this position.

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

Sincerely,



Armond Budish
Cuyahoga County Executive

Biography

Deborah A. Abbott, Ph.D.



Deborah A. Abbott, Ph.D. is a professional genealogist, specializing in African American research, manuscript collections and genealogy methodology. She serves as a Trustee on the Board of the Ohio Genealogical Society (OGS); a member of the Cuyahoga County Archives Advisory Board in Cleveland; and a member of the Board of Directors for the Federation of Genealogical Societies (FGS). She is an associate with the Kentucky-Tennessee Associates based in Springfield, TN; past president of the African American Genealogical Society, Cleveland, OH; and a retired professor of Counseling from Cuyahoga Community College in Cleveland. She holds both the BS and M.Ed. degrees from Tuskegee University in Alabama and the PhD degree from Kent State University in Ohio.

Dr. Abbott is an instructor as well as the Coordinator of the African American track at IGHR in Athens, Georgia. She is an instructor at SLIG in Salt Lake City, Utah; and the African American Genealogy Colloquium at Alabama State University in Montgomery, Alabama. She presents lectures and workshops at a variety of national, state, and local genealogy conferences across the country, as well as colleges, businesses & libraries. She has had articles published in the *Ohio Genealogy News* and *Family Tree Magazines*. Dr. Abbott can also be seen teaching African American research entitled "Needles & Threads" on *Ancestry Academy*, an educational website video course for Ancestry.com.

Dr. Abbott is a member of National Genealogical Society (NGS), the Association of Professional Genealogist (APG), the Genealogical Speakers Guild (GSG), and a life member of the Fred Hart Williams Genealogical Society, Detroit, MI, as well as other state and local genealogical societies. She teaches monthly classes entitled "Using Ancestry.com in Genealogy Research" at the Lakewood (Ohio) Public Library and coordinates the "Genealogy and Family History Clinic" for the Cleveland Public Library.

A Cleveland native, she is a life member of Alpha Kappa Alpha Sorority, Inc., the Tuskegee University National Alumni Association, and Antioch Baptist Church in Cleveland.



<p><u>Academia</u></p>	<p>Cleveland State University Master of Art in History, specializing in Museum Studies, August 2010. Bachelor of Art in History, Summa Cum Laude, May 2009.</p>												
<p><u>Development</u></p>	<table border="0"> <tr> <td data-bbox="477 394 932 457"> <p>Baldwin Wallace University, Berea, Ohio <i>Archivist, Historian, and Professor</i></p> </td> <td data-bbox="1198 394 1386 424" style="text-align: right;"> <p>08/2014- Present</p> </td> </tr> <tr> <td data-bbox="477 474 850 537"> <p>Pursue Posterity, Cleveland, Ohio <i>CEO and Resident Historian</i></p> </td> <td data-bbox="1198 474 1386 504" style="text-align: right;"> <p>10/2011- Present</p> </td> </tr> <tr> <td data-bbox="477 554 980 617"> <p>Wadsworth Public Library, Wadsworth, Ohio <i>Reference/Teen Associate and Historian</i></p> </td> <td data-bbox="1198 554 1386 583" style="text-align: right;"> <p>03/2013 – 08/2014</p> </td> </tr> <tr> <td data-bbox="477 634 915 697"> <p>Ideastream WVIZ/PBS, Cleveland, Ohio <i>Assistant Project Manager (Grant-Funded)</i></p> </td> <td data-bbox="1198 634 1386 663" style="text-align: right;"> <p>08/2011 - 01/2012</p> </td> </tr> <tr> <td data-bbox="477 714 1045 777"> <p>Cleveland State Special Collections, Cleveland Ohio <i>Library Assistant</i></p> </td> <td data-bbox="1198 714 1386 743" style="text-align: right;"> <p>12/2008 - 09/2010</p> </td> </tr> <tr> <td data-bbox="477 793 964 856"> <p>Cuyahoga County Archives, Cleveland, Ohio <i>Historical Intern</i></p> </td> <td data-bbox="1198 793 1386 823" style="text-align: right;"> <p>08/2008 - 12/2008</p> </td> </tr> </table>	<p>Baldwin Wallace University, Berea, Ohio <i>Archivist, Historian, and Professor</i></p>	<p>08/2014- Present</p>	<p>Pursue Posterity, Cleveland, Ohio <i>CEO and Resident Historian</i></p>	<p>10/2011- Present</p>	<p>Wadsworth Public Library, Wadsworth, Ohio <i>Reference/Teen Associate and Historian</i></p>	<p>03/2013 – 08/2014</p>	<p>Ideastream WVIZ/PBS, Cleveland, Ohio <i>Assistant Project Manager (Grant-Funded)</i></p>	<p>08/2011 - 01/2012</p>	<p>Cleveland State Special Collections, Cleveland Ohio <i>Library Assistant</i></p>	<p>12/2008 - 09/2010</p>	<p>Cuyahoga County Archives, Cleveland, Ohio <i>Historical Intern</i></p>	<p>08/2008 - 12/2008</p>
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<p><u>Courses Taught</u></p>	<p>Introduction to Public History: This course introduces public history, an area of history that applies history to our surroundings and brings the past to the people.</p> <p>Introduction to Archives and Museums (PBH 200X) The course is designed to familiarize students with common terminology, best practices, and current events in the archival and museum field.</p> <p>Research in Community History (PBH 300) This course introduces students to local history, a genre of history that emphasizes the community and its contributions to our understanding of the bigger picture.</p> <p>Oral History Practicum (PBH 350) This course introduces students to the importance, theory, literature, and practice of oral history.</p> <p>Public History Practicum (PBH 470X) The internship requires students to work for a museum, historical society, library, archive, or other public history organization.</p>												
<p><u>Presentations</u></p>	<p>Society of Ohio Archivists (May 2017) "Discover - Explore - Connect: Teaching with Primary Sources in the Sciences"</p> <p>Ohio Private Academic Libraries Annual Conference (August 2017) "Collaborative Connections: Selection – Funding – Implementation"</p> <p>Ohio Private Academic Libraries Annual Conference (August 2017) "Using Your Resources to Spur Collaboration"</p>												
<p><u>Publications</u></p>	<p><i>Three Communities, One Heritage</i> (Gray & Co. Publishing, 2017)</p> <p><i>The Maple City Rubber Company: 100 Years and Growing</i> (Commoner Co., 2015)</p> <p>"Intentional Excellence in the Baldwin Wallace University Neuroscience Program" (Journal of Undergraduate Neuroscience Education, June 7, 2015)</p>												

Projects

Three Communities, One Heritage Bicentennial Project:

(2015-2017) A multi-faceted project covering two-hundred years of history for Twinsburg, Twinsburg Township, and Reminderville. The project necessitated research, the recording of fifty oral histories, photography, and on-site visitation, culminating in a website and the publication of a book.

Cleveland Museum of Natural History Collaborative Project:

(2016-2017) Participation in two back-to-back collaborative projects, involving the oversight of students engaged in the process of digitizing and curating original, primary resources housed at the CMNH on their behalf. Students were shown proper handling, digitization, and metadata creation protocol, resulting in the digitized assets becoming accessible via CONTENTdm.

Timeline of Cincinnati's Jewish History for the Jewish Federation of Cincinnati:

(2014) An interactive timeline, displaying both major and minor events in Jewish history throughout Cincinnati's past.

The ASM International Centennial Web Exhibit:

(2013) A comprehensive timeline and web exhibit discussing events, people, and movements within ASM's 100 years. Accessible via www.clevelandmemory.org.

Digitizing the City Club of Cleveland Forums:

(2013) A grant-funded project, working in tandem with Cleveland State University to gather the highest quality recordings of each presentation conducted at the City Club of Cleveland, preparing the collection for digitization.

Consultation for The Temple Museum of Jewish Art, Religion, and Culture:

(2012-2016) A relocation of The Temple Museum from its prior location within University Circle to its new location within the Temple Tifereth-Israel Beachwood necessitating the establishment of a totally new repository requiring a complete reorganization and a comprehensive examination of all records and assets.

Collaborative ideastream Partnership:

(2012-2015) The oversight of staff, procedure, and timely completion of a grant-funded project which required the cataloging of nearly 38,000 audio, video, and digital assets along with the creation of accompanying metadata.

Professional Affiliations

- Cleveland Archival Roundtable
- National Council on Public History
- History Society of Ohio Archivists
- Ohio Museums Association
- American Alliance of Museums
- Society of American Archivists

Proficiencies

- Google Docs
- Adobe Photoshop
- Adobe Illustrator
- Audacity
- EmbARK
- CONTENTdm
- Omeka
- Microsoft Office Suite

References

John DiGennaro: *Library Director, Baldwin Wallace University*
 Indira Gesink: *Professor and Dept. Chair, Baldwin Wallace University*
 Lynn Bycko: *Special Collections Manager, Cleveland State University*
 Judy Cetina: *County Archivist, Cuyahoga County Archives*
 Sue Koletsky: *Temple Museum Director, Temple-Tifereth Israel*

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0238

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a contract with Johnson Controls Security Systems, LLC in the amount not-to-exceed \$1,395,016.20 for preventative HVAC and fire alarm/security system maintenance services at various County buildings for the period 10/1/2019 - 9/30/2022; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended a contract with Johnson Controls Security Systems, LLC in the amount not-to-exceed \$1,395,016.20 for preventative HVAC and fire alarm/security system maintenance services at various County buildings for the period 10/1/2019 - 9/30/2022; and

WHEREAS, the primary goal of this project is to maintain the building systems located at the Cuyahoga County Courthouse, Courthouse Square, Justice Center Complex, Juvenile Justice Center and Police Headquarters; and

WHEREAS, the project is funded 100% by Internal Service Fund-Space Maintenance; 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 authorizes a contract with Johnson Controls Security Systems, LLC in the amount not-to-exceed \$1,395,016.20 for preventative HVAC and fire alarm/security system maintenance services at various County buildings for the period 10/1/2019 - 9/30/2022.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution.

OnBase Item Detail Briefing Memo - Form

Title: JOHNSON CONTROLS - RQ46662 - PREVENTATIVE MAINTENANCE SERVICES FOR BUILDING SYSTEMS IN VARIOUS COUNTY BUILDINGS

A. Scope of Work Summary

1. The department of Public Works is requesting approval of a contract with Johnson Controls for the not-to-exceed amount of \$1,395,016.20.

The contact is for Preventative Maintenance Services for Building Systems in Various County Buildings. The anticipated start-completion dates are 10/1/2019- 9/30/2022.

2. The primary goals of the project are to maintain the building systems located at the Cuyahoga County Courthouse, Courthouse Square, Justice Center Complex, Juvenile Justice Center and Police Headquarters. The Simplex Fire Alarm System and the Metasys System Solution were introduced into Cuyahoga County (CC) facilities in 2000 – 2001 under the House Bill 300 (HB300). CC facilities with obsolete life safety systems and environmental controls were upgraded to digital addressable systems. These systems had a preventative service agreement (PSA) for 10 years under terms of the original purchase. When the 10 years lapsed the County found it prudent to continue the PSA by the proprietor to maintain the systems for optimal performance and longevity.

B. Procurement

1. The procurement method for this project is a Government Co-Op purchase. The total value of the purchase is not-to-exceed \$1,395,016.20.

2. These services will be procured through the NJPA contract #03017-JHN. Through this contract, the County will be able to maintain all building systems for various County Buildings through one vendor at a competitive cost. The systems are proprietary in that all upgrades and programming must be performed by the proprietor. The systems are all part of the facilities integrated life safety systems and delays in fulfilling the need could adversely affect the staff, clients and individuals detained within these facilities.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Johnson Controls, Inc.
9797 Midwest Avenue
Garfield Heights, Ohio 44125

2. The CEO for the contractor is George R. Oliver.

D. Project Status and Planning

1. The project is a reoccurring product or service.

E. Funding

1. The project is funded 100% by Internal Service Fund – Space Maintenance
2. The schedule of payments is quarterly.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0239

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing the County Executive to accept dedication of land for a portion of Warrensville Center Road, in connection with Permanent Parcel No. 736-28-059, located in the City of Shaker Heights as a public street; authorizing the County Executive to execute the final Plat in connection with said dedication; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended authorizing the County Executive to accept dedication of land for a portion of Warrensville Center Road, in connection with Permanent Parcel No. 736-28-059, located in the City of Shaker Heights as a public street and authorizing the County Executive to execute the final Plat in connection with said dedication; and

WHEREAS, the primary goal is to expand the public sidewalk and multi-purpose path; 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 authorizes the County Executive to accept dedication of land for a portion of Warrensville Center Road, in connection with Permanent Parcel No. 736-28-059, located in the City of Shaker Heights as a public street.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedication of land.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of

Department of Public Works, 2019, Dedication of Part of Warrensville Center Road
in the City of Shaker Heights

A. Scope of Work Summary

1. Department of Public Works requesting approval of the dedication of 0.072 acres (3,136 SF) of part of Warrensville Center Road. The dedication will add strips of land to the east side of Warrensville Center Road.

The property is part of PPN 736-28-059, which is owned by University Hospitals health System, Inc.

This dedication was requested by the City of Shaker Heights to expand the public sidewalk and multi-purpose path.

- a. The primary goal is approval of the dedication plat for Warrensville Center Road
- b. The property is located in the City of Shaker Heights, Ohio
- c. Council District 9

B. Procurement N/A

C. Contractor and Project Information N/A

D. Project Status and Planning N/A

E. Funding N/A



SHAKER HEIGHTS

April 30, 2019

Neil M. Juhnke, P.S.
Chief Surveyor
Cuyahoga County Department of Public Works
2079 East 9th Street, 5th Floor
Cleveland, OH 44115

Dear Neil,

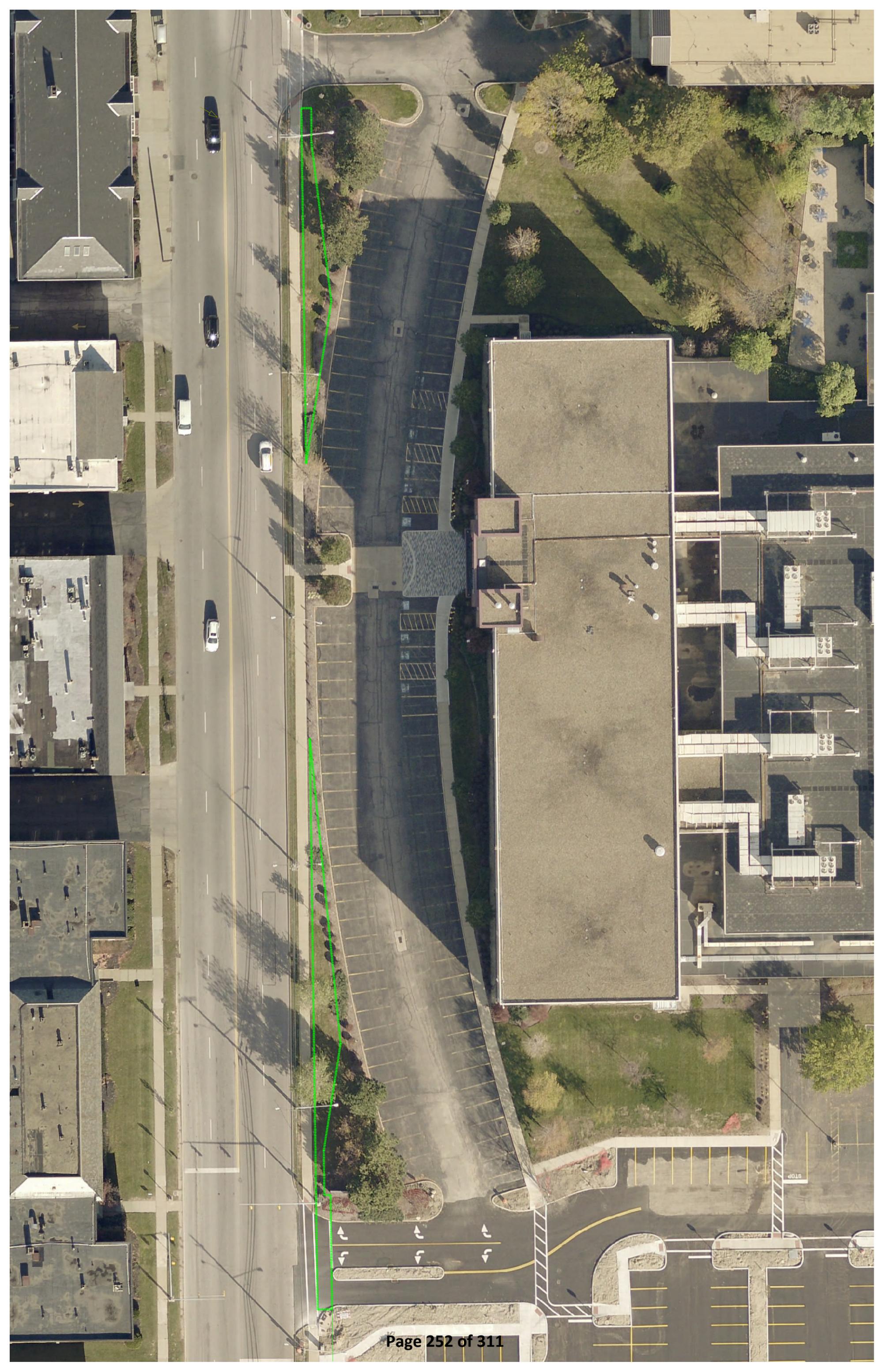
With this letter, the City of Shaker Heights requests the dedication of a small additional portion of Warrensville Center Road right-of-way per the attached plat. This dedication is required to expand the public sidewalk for the purpose of a multi-purpose path and streetscape.

Please let me know if you have questions or require additional information. Thank you for your assistance on these matters.

Sincerely,

Joyce G. Braverman
Director of Planning

ec: Andy Provost, GPD Group



DEDICATION PLAT

A PORTION OF WARRENSVILLE CENTER ROAD
 AS SHOWN IN HATCH

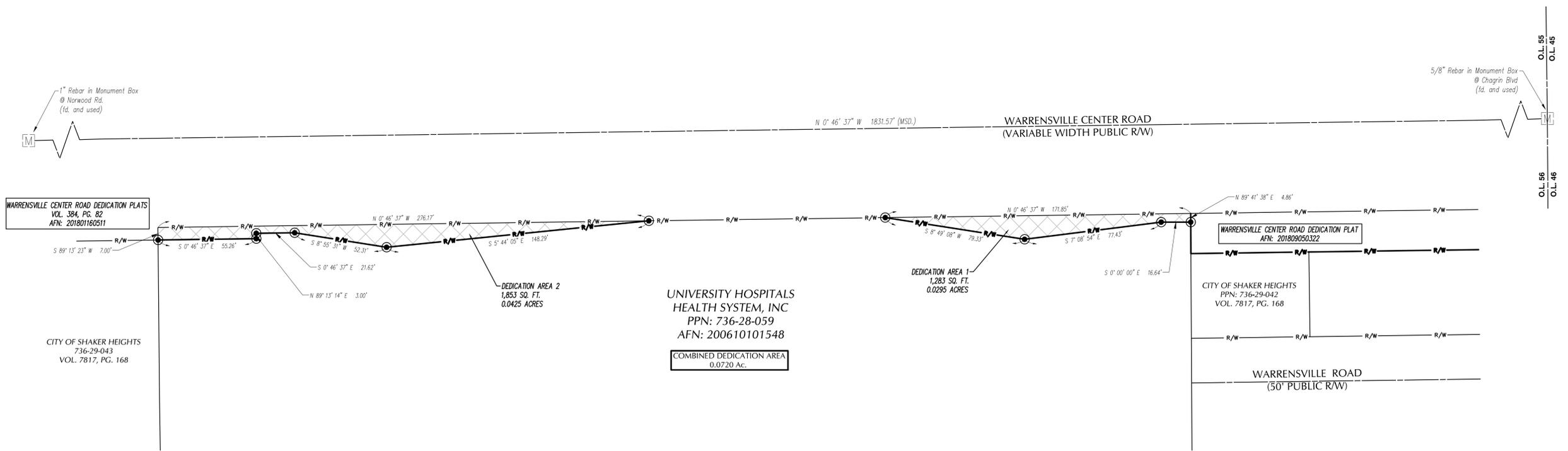
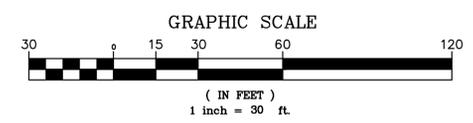
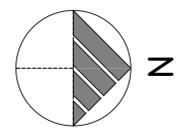
A PORTION OF PARCEL:
 PPN: 736-28-059 OWNED BY UNIVERSITY HOSPITALS HEALTH SYSTEM, INC.
 PART OF ORIGINAL WARRENSVILLE TOWNSHIP LOT 56
 CITY OF SHAKER HEIGHTS, CUYAHOGA COUNTY, OHIO

DEDICATED ACREAGE TABLE			
PARCEL NUMBER	ORIGINAL PARCEL ACREAGE	ACREAGE DEDICATED	NEW PARCEL ACREAGE
736-28-059	8.2619 ACRES	3,136 S.F. 0.0720 ACRES	8.1899 ACRES

- LEGEND:**
- 5/8" x 30" REBAR WITH CAP "GPD" SET
 - EXISTING MONUMENT BOX FOUND AS NOTED
 - PROPOSED RIGHT OF WAY LINE
 - EXISTING RIGHT OF WAY LINE
 - EXISTING CENTER LINE
 - EXISTING PROPERTY LINE
 - AREA OF DEDICATION TO WARRENSVILLE CENTER ROAD

- ABBREVIATIONS:**
- FD. FOUND
 - R. / REC. RECORD
 - C. / CALC. CALCULATED
 - MSD. MEASURED

BASIS OF BEARING:
 STATE PLANE GRID NORTH, NAD 83 (2011),
 OHIO NORTH ZONE.



REV.	DATE	DESCRIPTION

PPN: 736-28-059
 WARRENSVILLE CENTER RD
 SHAKER HEIGHTS, OH
 DEDICATION PLAT

ACCEPTANCE:
 WE, UNIVERSITY HOSPITALS HEALTH SYSTEM, INC., THE UNDERSIGNED OWNERS OF THE WITHIN PLATTED LAND, DO HEREBY CONSENT TO, AND ACCEPT THE DEDICATION OF THE SAME AS SHOWN HEREON.

SIGNATURE _____ DATE _____
 NAME _____ POSITION _____

STATE OF _____
 COUNTY OF _____
 BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED THE ABOVE NAMED _____.

WHO ACKNOWLEDGED THAT THE SIGNING OF THE FOREGOING INSTRUMENT WAS A VOLUNTARY ACT AND DEED. IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL.

AT _____, OHIO,
 THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC _____

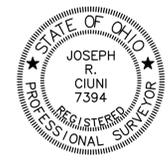
APPROVAL, CUYAHOGA COUNTY:
 UNDER THE AUTHORITY GRANTED BY CUYAHOGA COUNTY COUNCIL BY RESOLUTION NO. _____, ADOPTED _____, 20____, CUYAHOGA COUNTY, BY THE COUNTY EXECUTIVE, ACCEPTS AND DEDICATES THOSE PORTIONS OF WARRENSVILLE CENTER ROAD AS SHOWN HEREON IN HATCH AS A COUNTY ROAD.

ARMOND BUDISH, COUNTY EXECUTIVE _____ DATE _____

APPROVALS:
 APPROVED THIS _____ DAY OF _____, 20____ BY THE CITY OF SHAKER HEIGHTS CITY COUNCIL FOR RECORDING PURPOSES ONLY, BY ORDINANCE NO. _____

CLERK OF COUNCIL _____

APPROVED THIS _____ DAY OF _____, 20____ BY THE SHAKER HEIGHTS PLANNING COMMISSION
 SECRETARY, CITY PLANNING COMMISSION SHAKER HEIGHTS, OHIO _____



SURVEYOR'S CERTIFICATION & ENGINEER'S APPROVAL:
 THIS PLAT WAS PREPARED AND RECOMMENDED BY THE ENGINEER OF THE CITY OF SHAKER HEIGHTS. I HEREBY DECLARE THIS TO BE A TRUE DELINEATION OF A CORRECT FIELD SURVEY PREPARED UNDER MY SUPERVISION. MONUMENTS WERE FOUND OR SET AS SHOWN HEREON. ALL DIMENSIONS ARE EXPRESSED IN FEET AND DECIMAL PARTS THEREOF.

JOSEPH R. CIUNI _____ DATE _____
 REGISTERED SURVEYOR/CITY ENGINEER

ISSUED FOR:	
PERMIT	-
BID	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
JC	SF

JOB NO.
 2017172.15

1 OF 1

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0240

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of Finance and Planning</p>	<p>A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$200,700.00 to Ohio Water Development Authority to finance a portion of the Egbert Road Force Main Project in the Village of Walton Hills for the period of 2/1/2019 - 12/31/2019; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of Finance and Planning has recommended authorizing the Director of Public Works to execute and submit a loan application in the amount of \$200,700.00 to Ohio Water Development Authority to finance a portion of the Egbert Road Force Main Project in the Village of Walton Hills for the period of 2/1/2019 – 12/31/2019; and

WHEREAS, the primary goal of this project is to complete replacement of a failing 4,600 lineal foot force main that services the Egbert Road Pump Station; and

WHEREAS, the project was initiated on 2/1/2019 and to be completed 12/31/2019; 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 authorizes the Director of Public Works to execute and submit a loan application in the amount of \$200,700.00 to Ohio Water Development Authority to finance a portion of the Egbert Road Force Main Project in the Village of Walton Hills for the period of 2/1/2019 - 12/31/2019.

SECTION 2. That the County Executive is authorized to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

Public Works 2019, OWDA Loan Application for Egbert Road Force Main Project in Walton Hills, Loan amount = \$200,700.00

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. Department of Public Works is requesting a resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$200,700 to the Ohio Water Development Authority (OWDA) in order to finance a portion of the Egbert Road Force Main Project in the Village of Walton Hills; authorizing the County Executive to accept this OWDA loan, if approved, and to execute the loan agreement and all other documents required in connection with this OWDA loan. The project design was initiated February 1, 2019 and the construction is anticipated to be complete by December 31, 2019.
2. The primary goal is to authorize to submit a loan application to the OWDA and if approved authorize to execute all loan documents/agreements with the Ohio Water Development Authority (OWDA) for the **Egbert Road Force Main Project in Walton Hills**. This project involves the complete replacement of a failing 4,600 lineal foot force main that services the Egbert Road Pump Station. Numerous breaks and repairs have lead to the discharge of raw sewage into the environment.

B. Procurement

1. The Village of Walton Hills is handling the construction bidding process.
2. The Loan Application amount is \$200,700.00. The debt service for this loan will be paid back through current cash balances within the Village of Walton Hills sewer district account.

C. Contractor and Project Information

1. Loan is with
Ohio Water Development Authority
480 South High Street
Columbus, Ohio 43215

D. Project Status & Planning

1. Estimated completion of this project is 12/31/2019.

E. Funding

1. This project is funded by:
MCIP Grant for \$321,000
Sewer District Funding from Sewer District 20- Walton Hills for \$121,000
OWDA Loan for \$200,700.
TOTAL PROJECT COST = \$642,700.



Village of Walton Hills, Ohio

Don Kolograf - Mayor

January 31, 2019

Cuyahoga County Department of Public Works
2079 East 9th Street
Cleveland, Ohio 44115

Attn: Michael W. Dever, M.P.A.
Director of Public Works

Re: Replacement of the Egbert Road Force Main
Village of Walton Hills

Dear Director Dever,

As you may be aware, the Village of Walton Hills was successful in receiving a Northeast Ohio Regional Sewer District (NEORS) 2019 Municipal Community Infrastructure Program (MCIP) grant for this project. The grant the Village received was for fifty percent (50%) of the total estimated project cost of \$642,000.

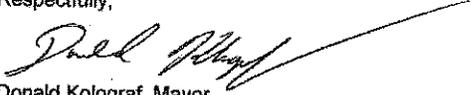
On January 15, 2019, Village staff meet with Ed Premen, Business Services Manager and Hugh Blocksidge, Chief Section Engineer for the Division of Sanitary Engineers to discuss local funding options for matching the MCIP grant. After much discussion, it was agreed upon that the Village would formally request financial assistance from the County as follows:

- \$200,000 in the form of the County securing an Ohio Water Development Authority (OWDA) Loan. The Loan would be paid back over 20 years from funds the County collects for sanitary sewer services in Walton Hills.
- The remainder (estimated at \$121,000) in the form of a withdrawal from the Village of Walton Hills Sanitary Sewer account.

The Village Engineer will begin the design work in February, 2019, in order to bid the work in June, 2019 and complete construction by November, 2019. Please consider this letter as the Village's formal request for funding assistance with the Egbert Road Force Main.

If you have any questions, please feel free to contact Donald F. Sheehy, Village Engineer at 440-439-1999.

Respectfully,



Donald Kolograf, Mayor
Village of Walton Hills

cc: Cuyahoga County Department of Public Works: Edward Premen and Hugh Blocksidge
Chagrin Valley Engineering: Donald Sheehy and Joseph Gigliotti

7595 Walton Road • Walton Hills, OH 44146 • (440) 232-7800 • FAX (440) 232-4070
www.waltonhillsohio.gov

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0241

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution authorizing the appropriation of real property for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on May 14, 2019, this Council adopted Resolution No. R2019-0111, which authorized the County Executive to acquire the necessary Rights-of-Way to proceed with the construction of the Memphis Road Bridge Project in the City of Brooklyn; and

WHEREAS, upon receiving the necessary authorization to proceed with acquisition of Rights-of-Way, a fair market analysis was conducted, and fee appraisals were made; and

WHEREAS, the County's agent, O.R. Colan Associates, endeavored to acquire the necessary parcels through voluntary negotiation and settlement efforts with the property owners, but has reported that equitable settlement agreements could not be reached on the properties set forth below; and,

WHEREAS, the Department of Public Works has requested that the County appropriate certain property rights required for highway purposes for the above described improvement, identified as the following parcels of land:

Parcel No. 1 WD1, WD2, WD3, WD4, T (Warranty Deed & Temporary Easement)
Property Owner: USF Holland LLC
Address: 10720 Memphis Avenue, Brooklyn, Ohio 44144
Mailing Address: 10720 Memphis Avenue, Brooklyn, Ohio 44144
Fair Market Value Estimate: \$58,500.00

Parcel No. 2 WD1, WD2, WD3, T (Warranty Deed & Temporary Easement)
Property Owners: Cleveland American, LLC & Holdings Cleveland American LLC
Address: American Road, Brooklyn, Ohio 44144
Mailing Address: 6675 Parkland Blvd., Suite 1100, Solon, Ohio 44139
Fair Market Value Estimate: \$41,250.00

WHEREAS, the project is located in Council District 3; and

WHEREAS, the Rights-of-Way cannot be certified to the Ohio Department of Transportation as being ready for construction unless and until all Rights-of-Way parcels have been acquired either by agreement or by the filing of a petition for appropriation together with a check in the amount of the Fair Market Value Estimate made payable to the Cuyahoga County Probate Court in the Cuyahoga County Probate Court; and

WHEREAS, the necessity for the immediate effectiveness of this Resolution is established because federal funds are being utilized for Rights-of-Way acquisition on this project and the County is required to progress on schedule for the project in order to maintain project funding deadlines.

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

SECTION 1. That certain real property as required for the replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn, as described below be, and the same is, hereby declared necessary to appropriate for public use, more specifically for the purpose of making or repairing roads which shall be open to the public, without charge. Such property is described as follows:

Parcel No. 1 WD1, WD2, WD3, WD4, T (Warranty Deed & Temporary Easement)
Property Owner: USF Holland LLC
Address: 10720 Memphis Avenue, Brooklyn, Ohio 44144
Mailing Address: 10720 Memphis Avenue, Brooklyn, Ohio 44144
Fair Market Value Estimate: \$58,500.00

Parcel No. 2 WD1, WD2, WD3, T (Warranty Deed & Temporary Easement)
Property Owners: Cleveland American, LLC & Holdings Cleveland American LLC
Address: American Road, Brooklyn, Ohio 44144
Mailing Address: 6675 Parkland Blvd., Suite 1100, Solon, Ohio 44139
Fair Market Value Estimate: \$41,250.00

SECTION 2. That the County Executive, through the Department of Public Works, be, and is, hereby directed to proceed with filing the necessary action to acquire the property as described above.

SECTION 3. That the County Fiscal Officer be, and is, hereby authorized to issue monetary warrants in the amount of the Fair Market Value Estimates listed above, made payable to the Cuyahoga County Probate Court, said warrants to be deposited with the Probate Court at the time of filing the petitions to appropriate.

SECTION 4. That the Clerk of Council is hereby directed to transmit copies of this Resolution upon its approval by the County Executive to Michael Dever, Director of Public Works and to Michael Chambers, County Interim Fiscal Officer.

SECTION 5. That it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to assure that work on the improvement can commence during the prime construction season. Otherwise, any delay in commencement of the work may cause delay to the work and result in significant cost increases to the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 6. That it is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20

SUMMARY OF REQUESTED ACTION

Memphis Road Bridge Project, Appropriation for Parcels 1 and Parcel 2

A. Scope of Work Summary

The Department of Public Works is requesting authorization for the County Executive to take the required steps to file Two (2) appropriation actions in Cuyahoga County Probate Court in order to acquire necessary right-of-way for highway purposes. This appropriation action will be filed in connection with the Memphis Road Bridge Project and declaring the necessity that this Resolution become effective immediately.

In the following cases, the County has been unable to reach an agreement with the owner of the parcel to the compensation to be paid for acquiring the parcels.

Parcel 1 WD1, WD2, WD3, WD4, T (Warranty Deed & Temporary Easement)

Property Owner: USF Holland LLC

Address: 10720 Memphis Avenue, Brooklyn, Ohio 44144

Mailing Address: 10720 Memphis Avenue, Brooklyn, Ohio 44144

Fair Market Value Estimate: \$58,500.00

Parcel 2 WD1, WD2, WD3, T (Warranty Deed & Temporary Easement)

Property Owners: Cleveland American, LLC & Holdings Cleveland American LLC

Address: American Road, Brooklyn, Ohio 44144

Mailing Address: 6675 Parkland Blvd Suite 100, Solon, Ohio 44139

Fair Market Value Estimate: \$41,250.00

- a. The primary goal is to construct the Memphis Road Bridge Project
- b. The Project is located on Royalton Road in the Brooklyn, Ohio
- c. Council District 3

B. Procurement - The procurement method for the acquisition of right-of-way for this project is that consultant KMJM visits the properties, its KMJM pre-qualified appraiser prepares a Fair Market Value Estimate [FMVE] of the property being taken. Lastly, one of KMJM's pre-qualified land consultants negotiates with the property owners. In the case listed above, the acquisition process did not lead to an agreement with the property owner. Should Council grant authority to appropriate the above parcel, a check in the amount of the FMVE will be requested. Said check will be made payable to the Cuyahoga County Probate Court and will be filed with the Petition for Appropriation in Probate Court.

D. Project Status - The project term has not begun

E. Funding

1. The right-of-way costs for the Project will be paid through County Road and Bridge Funds
1. The schedule of payments is at filing

Resolution No. 2016-0211 - Convenience and Welfare approved

Resolution No. 2019-0111 - Council Approved Right-of-Way plans for the Memphis Road Bridge Project

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0242

Sponsored by: County Executive Budish/Office of the Medical Examiner	A Resolution authorizing an amendment to Contract No. CE1400358-02 with Gemalto Cogent, Inc. fka 3M Cogent, Inc. for hardware and software maintenance on the Automated Fingerprint Identification System for the period 7/1/2014 - 6/30/2019 to extend the time period to 12/31/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$599,755.46; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Office of the Medical Examiner has recommended an amendment to Contract No. CE1400358-02 with Gemalto Cogent, Inc. fka 3M Cogent, Inc. for hardware and software maintenance on the Automated Fingerprint Identification System for the period 7/1/2014 - 6/30/2019 to extend the time period to 12/31/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$599,755.46; and

WHEREAS, the primary goal of this project is to refresh the AFIS system and extend the warranty; and

WHEREAS, the project is funded 100% by the Medical Examiner's Crime Lab Fund; 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 authorizes an amendment to Contract No. CE1400358-02 with Gemalto Cogent, Inc. fka 3M Cogent, Inc. for hardware and software maintenance on the Automated Fingerprint Identification System for the period 7/1/2014 - 6/30/2019 to extend the time period to

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

Legislative Action Request Form

Title: Medical Examiner's Office/2019/Gemalto Cogent, Inc., formerly known as 3M Cogent, Inc./Contract/Expand Services and Extend the Contract Term

A. Scope of Work Summary

1. Medical Examiner's Office is requesting approval of a Contract with Gemalto Cogent, Inc., formerly known as 3M Cogent, Inc. For the anticipated cost of \$599,755.46. The anticipated start-completion dates are 07/01/2019 – 12/31/2020.
2. The primary goal of the project is to refresh the AFIS system and extend the warranty as described in the SOW attached to this transaction.

B. Procurement

1. The procurement method for this project was originally a Sole Source purchase and the amendment as an RFP Exemption. The total value of the Exemption is \$599,755.46.
2. The procurement method was closed on n/a.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Gemalto Cogent, Inc., formerly known as 3M Cogent, Inc.
639 N. Rosemead Blvd.
Pasadena, CA 91107
Philippe Vallee, CEO

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The project will be ongoing to support the AFIS system.

E. Funding

1. The project is funded 100% by the Medical Examiner's Crime Lab Fund
2. The schedule of payments is by invoice.

CONTRACT HISTORY/EVALUATION FORM

Contractor	Gemalto formerly Cogent, Inc. formally 3M Cogent				
Contract/Agreement No.	CE1400358-02				
RQ#	JA-14-31940				
Time Period of Original Contract	7/1/2014 - 6/30/2019				
Background Statement	Hardware and Software Maintenance on the Automated Fingerprint Identification Systems (AFIS)				
Service Description					
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$1,578,156.22			9/15/2014	CPB2014-706
Prior Amendment Amounts (List separately)		\$8,719.27		7.16.18	BC2018-451
Pending Amendment		\$599,755.46	12/31/2020		
Total Amendment(s)		\$608,474.73			
Total Contract Amount	\$1,578,156.22	\$2,186,630.95			
Performance Indicators	1. Timeliness 2. Quality of Service 3. Knowledge of equipment 4. Response time for repairs and service calls. 5. Attitude and Cooperation				
Actual performance versus performance indicators (include statistics):					
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)					
Justification of Rating					
Dept. Contact	Medical Examiner's Office - Paul Fox				
User Dept.	Medical Examiner's Office - Fingerprint lab				
Date	6.28.19				

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0243

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023; and

WHEREAS, the primary goal of this project is to advise the County on creating the most beneficial and cost-effective program designs through the consultants' knowledge of this dynamic industry; and

WHEREAS, the project is funded 100% by HR Benefits Administration Funds; 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 authorizes an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution.

Briefing Memo

Title

Department of Human Resources 2019 The James B. Oswald Company Contract for Amendment for professional employee benefits consultant services on RQ 45502

Scope of Work Summary

The Department of Human Resources requesting approval of a contract with The James B. Oswald Company for the anticipated cost not-to-exceed \$834,650.

The services are for professional employee benefits consultant services with anticipated start-completion dates of 10/15/2019 - are 04/15/2019 – 4/30/2023.

The primary goal is professional employee benefits consulting services to advise the County on creating the most beneficial and cost-effective program designs through the consultants' knowledge of this dynamic industry.

Procurement

The procurement method for this project was RFP. The total value of the RFP is \$834,650

The RFP was closed on 6/28/2019. There was an SBE goal of 3%, MBE goal of 12% and WBE goal of 5%.

There were four bids submitted for review, and one recommended vendor.

Contractor and Project Information

The address of the vendor is:

The James B. Oswald Company
1100 Superior Avenue, Suite 1500
Cleveland OH 44114

Council District 7

The CEO is Robert J. Klonek.

Project Status and Planning

The County has utilized the services of professional employee benefits consultants for many years. had professional healthcare consultants for many years.

Funding

This contract is 100% by HR Benefits Administration Funds.

The schedule of payments is as invoiced.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CC002-19-45502	TYPE: RFP	ESTIMATE: \$850,000.00
CONTRACT PERIOD:	RFP DUE DATE: June 28, 2019	NUMBER OF RESPONSES: 18/4
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Professional Employee Benefits Consultant	
DIVERSITY GOAL/SBE 3%	DIVERSITY GOAL/MBE 12%	DIVERSITY GOAL/WBE 5%
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
1.	Findley 1660 W. 2 nd St., Suite 900 Cleveland, OH 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3978 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer: JMH	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): (MAA) Washington Enterprises, Inc. SBE/MBE – 22.14% (FW) Outside the Lines Creative Group, LLC SBE/WBE – 14.75%	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE/MBE/WBE Prime: (Y/N)			
				Total %	SBE: <u>0</u> % MBE: <u>22.14</u> % WBE: <u>14.75</u> %		

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/2/19 <input type="checkbox"/> No		
				SBE/MBE/WBE Comments and Initials:	Vendor is requesting a partial wavier of the SBE goal. 7/1/19 RV LML 7/2/19		
2.	Gallagher Benefit Services, Inc. 1111 Superior Ave E., Ste 1601 Cleveland, OH 44114	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> No COOP: <input checked="" type="checkbox"/> No OPD Buyer: JMH	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
				Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 7/2/19		
				SBE/MBE/WBE Comments and Initials:	Div-2 form incomplete. Vendor is requesting a partial wavier of SBE & WBE goals. 7/1/19 RV LML 7/2/19		
3.	Hylant 6000 Freedom Square Dr, Ste 400 Independence, OH 44131	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3211 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer: JMH	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):	(MAA) Camryn Insurance Services, LLC DBA PINKNEY-PERRY INSURANCE AGENCY, INC. SBE/MBE – 20%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
				Total %	SBE: <u>0</u> % MBE: <u>20</u> % WBE: <u>0</u> %		

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/2/19 <input type="checkbox"/> No		
				SBE/MBE/WBE Comments and Initials:	Vendor is requesting a partial wavier of SBE & WBE goals. 7/1/19 RV LML 7/2/19		
4.	Oswald Companies 1100 Superior Ave, Ste 1500 Cleveland, OH 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: N/A PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer: JMH	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):	(FW) DeVore Technologies, Inc. SBE/WBE – 3% (FW) Copy King, Inc. SBE/WBE – 5% (FAA) Betpin & Associates, Inc. SBE/MBE/FBE – 12%		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				Total %	SBE: <u>3</u> % MBE: <u>12</u> % WBE: <u>5</u> %		
				SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/2/19 <input type="checkbox"/> No		
				SBE/MBE/WBE Comments and Initials:	No wavier requested. 7/1/19 RV LML 7/2/19		

Professional Employee Benefits Consultant

Firm: Arthur Gallagher			
Category	Possible	Score	Notes
Body of Proposal	25	25	Provide a description of the services you will provide; including, but not limited to the following information: i. Detailed technical and substantive specifications. ii. Describe the reason why your organization is the best organization to provide these services as presented. iii. Individually describe how you will meet each outcome as set forth in the County's specifications. iv. Provide a detailed listing of the compliance resources available to assist the county across all benefit plans. v. Provide a detailed listing of data analytics resources/systems/team etc. and provide a list of examples where data analytics reports have been provided to your clients using claim level information to identify areas of cost containment opportunities, eligibility reconciliation and improvement of member health.
Project Management	15	12	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Anticipated Work Schedule	10	6	The County is interested in implementation by October 15, 2019 for anticipated term of 42months. Please provide Project Implementation and Management Timeline. Indicate ability to adhere to anticipated work schedule.
Vendor Qualifications	25	25	Provide an overview of vendor's experience working with a multiple union agency. Specifically, in dealing with ten (10) or more Unions in a local government agency. Provide a description of vendor's qualifications to provide the required services. Provide a description of vendor's prior experience description of the qualifications. Provide data to evidence vendor's ability to provide the same or similar services and achieved the desired goal. Provide data to evidence the vendor's ability to provide the same or similar services on or under budget.
Staff Qualifications	10	6	Provide a description of each employee's qualifications that will be providing services for this project. The County reserves the right to approve or disapprove any change in the successful vendor's project team members whose participation is specifically offered in the proposal. The description is not limited to, but must include at least the following for each employee: 1. Name 2. Title/Position 3. Role in the project 4. Experience with providing the services described and on similar work projects. Specifically, in dealing with ten (10) or more Unions in a local government agency. 5. Legal relationship with prime contractor (or indicate to be hired) b. Provide an organizational chart including at least all individuals who will perform any services for this project. c. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable as described in the County's specifications.
Budget Pricing	15	5	Proposed pricing. Estimates are not acceptable. Provide a proposed schedule of payments. Provide a budget and a budget narrative for the entire project term.
Total Possible:	100	79	

Professional Employee Benefits Consultant

Firm: Findley			
Category	Possible	Score	Notes
Body of Proposal	25	25	Provide a description of the services you will provide; including, but not limited to the following information: i. Detailed technical and substantive specifications. ii. Describe the reason why your organization is the best organization to provide these services as presented. iii. Individually describe how you will meet each outcome as set forth in the County's specifications. iv. Provide a detailed listing of the compliance resources available to assist the county across all benefit plans. v. Provide a detailed listing of data analytics resources/systems/team etc. and provide a list of examples where data analytics reports have been provided to your clients using claim level information to identify areas of cost containment opportunities, eligibility reconciliation and improvement of member health.
Project Management	15	11	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Anticipated Work Schedule	10	8	The County is interested in implementation by October 15, 2019 for anticipated term of 42months. Please provide Project Implementation and Management Timeline. Indicate ability to adhere to anticipated work schedule.
Vendor Qualifications	25	25	Provide an overview of vendor's experience working with a multiple union agency. Specifically, in dealing with ten (10) or more Unions in a local government agency. Provide a description of vendor's qualifications to provide the required services. Provide a description of vendor's prior experience description of the qualifications. Provide data to evidence vendor's ability to provide the same or similar services and achieved the desired goal. Provide data to evidence the vendor's ability to provide the same or similar services on or under budget.
Staff Qualifications	10	10	Provide a description of each employee's qualifications that will be providing services for this project. The County reserves the right to approve or disapprove any change in the successful vendor's project team members whose participation is specifically offered in the proposal. The description is not limited to, but must include at least the following for each employee: 1. Name 2. Title/Position 3. Role in the project 4. Experience with providing the services described and on similar work projects. Specifically, in dealing with ten (10) or more Unions in a local government agency. 5. Legal relationship with prime contractor (or indicate to be hired) b. Provide an organizational chart including at least all individuals who will perform any services for this project. c. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable as described in the County's specifications.
Budget Pricing	15	6	Proposed pricing. Estimates are not acceptable. Provide a proposed schedule of payments. Provide a budget and a budget narrative for the entire project term.
Total Possible:	100	85	

Professional Employee Benefits Consultant

Firm: Hylant			
Category	Possible	Score	Notes
Body of Proposal	25	20	Provide a description of the services you will provide; including, but not limited to the following information: i. Detailed technical and substantive specifications. ii. Describe the reason why your organization is the best organization to provide these services as presented. iii. Individually describe how you will meet each outcome as set forth in the County's specifications. iv. Provide a detailed listing of the compliance resources available to assist the county across all benefit plans. v. Provide a detailed listing of data analytics resources/systems/team etc. and provide a list of examples where data analytics reports have been provided to your clients using claim level information to identify areas of cost containment opportunities, eligibility reconciliation and improvement of member health.
Project Management	15	11	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Anticipated Work Schedule	10	8	The County is interested in implementation by October 15, 2019 for anticipated term of 42months. Please provide Project Implementation and Management Timeline. Indicate ability to adhere to anticipated work schedule.
Vendor Qualifications	25	20	Provide an overview of vendor's experience working with a multiple union agency. Specifically, in dealing with ten (10) or more Unions in a local government agency. Provide a description of vendor's qualifications to provide the required services. Provide a description of vendor's prior experience description of the qualifications. Provide data to evidence vendor's ability to provide the same or similar services and achieved the desired goal. Provide data to evidence the vendor's ability to provide the same or similar services on or under budget.
Staff Qualifications	10	7	Provide a description of each employee's qualifications that will be providing services for this project. The County reserves the right to approve or disapprove any change in the successful vendor's project team members whose participation is specifically offered in the proposal. The description is not limited to, but must include at least the following for each employee: 1. Name 2. Title/Position 3. Role in the project 4. Experience with providing the services described and on similar work projects. Specifically, in dealing with ten (10) or more Unions in a local government agency. 5. Legal relationship with prime contractor (or indicate to be hired) b. Provide an organizational chart including at least all individuals who will perform any services for this project. c. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable as described in the County's specifications.
Budget Pricing	15	10	Proposed pricing. Estimates are not acceptable. Provide a proposed schedule of payments. Provide a budget and a budget narrative for the entire project term.
Total Possible:	100	76	

Professional Employee Benefits Consultant

Firm: Oswald			
Category	Possible	Score	Notes
Body of Proposal	25	23	Provide a description of the services you will provide; including, but not limited to the following information: i. Detailed technical and substantive specifications. ii. Describe the reason why your organization is the best organization to provide these services as presented. iii. Individually describe how you will meet each outcome as set forth in the County's specifications. iv. Provide a detailed listing of the compliance resources available to assist the county across all benefit plans. v. Provide a detailed listing of data analytics resources/systems/team etc. and provide a list of examples where data analytics reports have been provided to your clients using claim level information to identify areas of cost containment opportunities, eligibility reconciliation and improvement of member health.
Project Management	15	14	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Anticipated Work Schedule	10	10	The County is interested in implementation by October 15, 2019 for anticipated term of 42months. Please provide Project Implementation and Management Timeline. Indicate ability to adhere to anticipated work schedule.
Vendor Qualifications	25	25	Provide an overview of vendor's experience working with a multiple union agency. Specifically, in dealing with ten (10) or more Unions in a local government agency. Provide a description of vendor's qualifications to provide the required services. Provide a description of vendor's prior experience description of the qualifications. Provide data to evidence vendor's ability to provide the same or similar services and achieved the desired goal. Provide data to evidence the vendor's ability to provide the same or similar services on or under budget.
Staff Qualifications	10	10	Provide a description of each employee's qualifications that will be providing services for this project. The County reserves the right to approve or disapprove any change in the successful vendor's project team members whose participation is specifically offered in the proposal. The description is not limited to, but must include at least the following for each employee: 1. Name 2. Title/Position 3. Role in the project 4. Experience with providing the services described and on similar work projects. Specifically, in dealing with ten (10) or more Unions in a local government agency. 5. Legal relationship with prime contractor (or indicate to be hired) b. Provide an organizational chart including at least all individuals who will perform any services for this project. c. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable as described in the County's specifications.
Budget Pricing	15	13	Proposed pricing. Estimates are not acceptable. Provide a proposed schedule of payments. Provide a budget and a budget narrative for the entire project term.
Total Possible:	100	95	

CONTRACT HISTORY/EVALUATION FORM

Contractor						The James B. Oswald Company					
Contract/Agreement No.						CE1600074					
RQ#						CC002-16-36387					
Time Period of Original Contract						4/15/2016 - 4/14/2019					
Background Statement						Professional Healthcare Consulting Services					
Service Description						Act as consultant and advisor to County regarding strategic planning, benefits plan design, vendor management and program administration of County benefit plans. Item is not an amendment. Incumbent vendor was selected through a competitive RFP process.					
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #						
Original Contract/Agreement Amount	\$659,089.00			4/12/2016	R2016-0067						
Prior Amendment Amounts (List separately)											
		\$116,486.50	10/14/2019	4/8/2019	BC2019-277						
Pending Amendment		NA									
Total Amendment(s)		\$116,486.50									
Total Contract Amount	\$778,075.50										
Performance Indicators	Serve as project manager for benefits provider RFP process including for Stop Loss coverage, serve as lead in addressing customer service issues with benefits providers, ensure that the County's program complies with all laws and regulations, participate in any internal or third party audits.										
Actual performance versus performance indicators (include statistics):	Vendor has been a reliable partner in building healthcare benefits programs throughout tenure.										
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor						
Select One (X)	X										
Justification of Rating	See above.										
Dept. Contact	Holly Woods										
User Dept.	Human Resources										
Date	8/5/2019										

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0226

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making awards on various requisitions to various providers, in the total amount not-to-exceed \$2,400,000.00, for various supplies for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommends making awards on various requisitions to various providers, in the total amount not-to-exceed \$2,400,000.00, for various supplies for the period 1/1/2020 - 12/31/2021 as follows:

- i) on RQ44442 to Carr Bros., Inc. in the approximate amount reasonably anticipated to be \$380,000.00 for road and bridge concrete supplies.
- ii) on RQ44443 to The Chas. E. Phipps Co. in the approximate amount reasonably anticipated to be \$60,000.00 for bridge joint supplies.
- iii) on RQ44464 for sanitary sewer repair supplies:
 - a. to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$60,000.00.
 - b. to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$360,000.00.
- iv) on RQ44465 for sanitary sewer construction supplies:
 - a. to EJ USA, Inc. in the approximate amount reasonably anticipated to be \$400,000.00.
 - b. to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$420,000.00.
- v) on RQ44466 for sanitary sewer inspection and cleaning supplies:

- a. to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$10,000.00.
 - b. to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$10,000.00.
 - c. to The Safety Co., LLC dba M-Tech Company in the approximate amount reasonably anticipated to be \$160,000.00.
- vi) on RQ44467 each in the approximate amount reasonably anticipated to be \$140,000.00 for sanitary stock tools and supplies:
- a. to Lakeside Supply Company.
 - b. to Trumbull Industries, Inc.
- vii) on RQ44468 to Hach Company dba ELE International, OTT Hydrmet, Environmental Test Systems, Seabird Coastal, Sigma, Marsh in the approximate amount reasonably anticipated to be \$260,000.00 for sanitary sewer monitoring supplies; and

WHEREAS, the primary purpose of this project is to provide sanitary sewer and road and bridge materials, equipment and construction supplies to be used in Cuyahoga County communities. This will enable the Department of Public Works the flexibility necessary to purchase materials, tools and equipment required in the rehabilitation, maintenance and repair of County sewers, roads, bridges and assets in a timely manner to meet the needs of the communities; and

WHEREAS, the project is funded by a) 78% Sanitary Sewer Funds and b) 22% Road and Bridge Funds; 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 makes awards on various requisitions to various providers, in the total amount not-to-exceed \$2,400,000.00, for various supplies for the period 1/1/2020 - 12/31/2021 as follows:

- i) on RQ44442 to Carr Bros., Inc. in the approximate amount reasonably anticipated to be \$380,000.00 for road and bridge concrete supplies.

- ii) on RQ44443 to The Chas. E. Phipps Co. in the approximate amount reasonably anticipated to be \$60,000.00 for bridge joint supplies.
- iii) on RQ44464 for sanitary sewer repair supplies:
 - a. to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$60,000.00.
 - b. to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$360,000.00.
- iv) on RQ44465 for sanitary sewer construction supplies:
 - a. to EJ USA, Inc. in the approximate amount reasonably anticipated to be \$400,000.00.
 - b. to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$420,000.00.
- v) on RQ44466 for sanitary sewer inspection and cleaning supplies:
 - a. to Lakeside Supply Company in the approximate amount reasonably anticipated to be \$10,000.00.
 - b. to Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$10,000.00.
 - c. to The Safety Co., LLC dba M-Tech Company in the approximate amount reasonably anticipated to be \$160,000.00.
- vi) on RQ44467 each in the approximate amount reasonably anticipated to be \$140,000.00 for sanitary stock tools and supplies:
 - a. to Lakeside Supply Company.
 - b. to Trumbull Industries, Inc.
- vii) on RQ44468 to Hach Company dba ELE International, OTT Hydrmet, Environmental Test Systems, Seabird Coastal, Sigma, Marsh in the approximate amount reasonably anticipated to be \$260,000.00 for sanitary sewer monitoring supplies.

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0229

Sponsored by: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities	A Resolution authorizing various revenue generating agreements with various providers for lease of space at various Adult Activities Centers for the period 1/1/2020 - 12/31/2022; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities has recommended authorizing various revenue generating agreements with various providers for lease of space at various Adult Activities Centers for the period 1/1/2020 - 12/31/2022 as follows:

- i) SAW, Inc.:
 - a. in the amount not-to-exceed \$339,196.00 at the Beachwood Adult Activities Center, located at 23750 Mercantile Road, Beachwood;
 - b. in the amount not-to-exceed \$331,812.00 at the East Cleveland Adult Activities Center, located at 13231 Euclid Avenue, East Cleveland;
 - c. in the amount not-to-exceed \$285,844.00 at the Euclid Adult Activities Center, located at 1490 East 191st Street, Euclid;
 - d. in the amount not-to-exceed \$267,280.00 at the Maple Heights Adult Activities Center, located at 14775 Broadway Avenue, Maple Heights;
 - e. in the amount not-to-exceed \$329,264.00 at the Parma Adult Activities Center, located at 12660 Plaza Drive, Parma;
 - f. in the amount not-to-exceed \$270,556.00 at the Rocky River Adult Activities Center, located at 20120 Detroit Road, Rocky River;

- ii) Vocational Guidance Services:
 - a. in the amount not-to-exceed \$428,935.00 at the Brooklyn Adult Activities Center, located at 10991 Memphis Avenue, Brooklyn;
 - b. in the amount not-to-exceed \$327,626.00 at the Southwest Adult Activities Center, located at 4720 Hinckley Industrial Parkway, Cleveland; and

WHEREAS, the primary goal of the leases is to provide adult services to eligible individuals that were formerly provided by the Cuyahoga County Board of Development Disabilities; 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 authorizes various revenue generating agreements with various providers for lease of space at various Adult Activities Centers for the period 1/1/2020 - 12/31/2022 as follows:

- i) SAW, Inc.:
 - a. in the amount not-to-exceed \$339,196.00 at the Beachwood Adult Activities Center, located at 23750 Mercantile Road, Beachwood.
 - b. in the amount not-to-exceed \$331,812.00 at the East Cleveland Adult Activities Center, located at 13231 Euclid Avenue, East Cleveland.
 - c. in the amount not-to-exceed \$285,844.00 at the Euclid Adult Activities Center, located at 1490 East 191st Street, Euclid.
 - d. in the amount not-to-exceed \$267,280.00 at the Maple Heights Adult Activities Center, located at 14775 Broadway Avenue, Maple Heights.
 - e. in the amount not-to-exceed \$329,264.00 at the Parma Adult Activities Center, located at 12660 Plaza Drive, Parma.

f. in the amount not-to-exceed \$270,556.00 at the Rocky River Adult Activities Center, located at 20120 Detroit Road, Rocky River.

ii) Vocational Guidance Services:

a. in the amount not-to-exceed \$428,935.00 at the Brooklyn Adult Activities Center, located at 10991 Memphis Avenue, Brooklyn.

b. in the amount not-to-exceed \$327,626.00 at the Southwest Adult Activities Center, located at 4720 Hinckley Industrial Parkway, Cleveland.

SECTION 2. That the County Executive is authorized to execute the amendments and all other documents consistent with this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 8, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: October 22, 2019

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0232

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making an award on RQ45672 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$1,210,750.00 for adult guardianship services for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended an award on RQ45672 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$1,210,750.00 for adult guardianship services for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goal of this project is to provide legal guardians to serve as concerned, caring advocates and surrogate decision-makers for indigent persons who are deemed incompetent by the Cuyahoga County Probate Court and who have no appropriate family member or other person available to provide legal guardian services, including concerns of health, education, welfare and fiduciary responsibility; and

WHEREAS, this project is funded by both the Health and Human Services Levy and the Probate Court Indigent Guardianship Fund, and the funding split is to be determined based on the level of funding available in the Indigent Guardianship Fund; 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 makes an award on RQ45672 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$1,210,750.00 for adult guardianship services for the period 1/1/2020 - 12/31/2021.

Committee Report/Second Reading: October 22, 2019

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0227

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution authorizing an amendment to Contract No. CE1600274-02 with Infor Public Sector, Inc. for information technology services and solutions for the Enterprise Resource Planning System for the period 10/27/2016 - 10/26/2021 to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$2,963,462.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology recommends an amendment to Contract No. CE1600274-02 with Infor Public Sector, Inc. for information technology services and solutions for the Enterprise Resource Planning System for the period 10/27/2016 - 10/26/2021 to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$2,963,462.00; and

WHEREAS, the primary goals of the Enterprise Resource Planning System project are to acquire, implement, document processes on an Enterprise Resource Planning System solution that allows the County to have an integrated view of all of the business processes and other sub-processes for the various agencies and departments within the County in order to maximize efficiencies and effectiveness of these processes; and

WHEREAS, this amendment is funded by the General Fund; 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 authorizes an amendment to Contract No. CE1600274-02 with Infor Public Sector, Inc. for

information technology services and solutions for the Enterprise Resource Planning System for the period 10/27/2016 - 10/26/2021 to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$2,963,462.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 8, 2019
Committee(s) Assigned: Finance & Budgeting

Journal CC036
October 22, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0230

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</p>	<p>A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to authorize an exemption with regard to Anne Grady Services, Sequel Pomegranate Health Systems, LLC and The Buckeye Ranch, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to remove various providers, to add various new providers and for additional funds in the total amount not-to-exceed \$73,311,418.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to authorize an exemption with regard to Anne Grady Services, Sequel Pomegranate Health Systems, LLC and The Buckeye Ranch, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to remove various providers, to add various new providers and for additional funds in the total amount not-to-exceed \$73,311,418.00 as follows:

- i) Previously approved providers:
 - a. Adelphoi Village, Inc.
 - b. Applewood Centers, Inc.
 - c. Artis’s Tender Love & Care, Inc.
 - d. The Bair Foundation

- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc. – Fox Run: The Center for Children and Adolescents
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc. dba Capstone Academy
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC dba Foundations for Living
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry dba S.T.A.R.T. Support To At-Risk Teens
- v. National Youth Advocate Program, Inc.
- w. New Directions, Inc.
- x. OhioGuidestone
- y. Ohio Mentor, Inc.
- z. Pathway Caring for Children
- aa. Pressley Ridge
- bb. Quality Care Residential Homes, Inc.
- cc. Reach Counseling Services dba Educational Alternatives
- dd. Rite of Passage, Inc.
- ee. Specialized Alternatives for Families and Youth of Ohio, Inc.
- ff. Young Star Academy, LLC (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)
- gg. The Twelve of Ohio, Inc.
- hh. The Village Network
- ii. New Beginnings Residential Treatment Center, LLC
- jj. Gracehaven, Inc.
- kk. Homes For Kids of Ohio, Inc.
- ll. Lighthouse Youth Services, Inc.
- mm. RTC Resource Acquisition Corporation dba Resource Treatment Center
- nn. ENA, Inc. – NECCO
- oo. Youth For Tomorrow – New Life Center, Inc.
- pp. Multi County Juvenile Attention System
- qq. Life Start, Inc.
- rr. George Junior Republic in Pennsylvania
- ss. Piney Ridge Treatment Center

- tt. Rolling Hills Hospital, LLC
 - uu. Habilitation Center, LLC dba Millcreek of Arkansas
- ii) Removing various providers, effective 1/1/2020:
- a. The Glen Mills Schools
 - b. Quality Care Residential Homes, Inc.
- iii) Adding new providers:
- a. Anne Grady Services
 - b. Sequel Pomegranate Health Systems, LLC
 - c. The Buckeye Ranch, Inc.; and

WHEREAS, the primary goal for this amendment is to continue to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care; and

WHEREAS, the funding for this project is as follows: (a) 30% from Federal Funds Title IV-E and (b) 70% from Health and Human Services Levy Funds; 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 authorizes an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to authorize an exemption with regard to Anne Grady Services, Sequel Pomegranate Health Systems, LLC and The Buckeye Ranch, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to remove various providers, to add various new providers and for additional funds in the total amount not-to-exceed \$73,311,418.00 as follows:

- i) Previously approved providers:
- a. Adelphoi Village, Inc.
 - b. Applewood Centers, Inc.
 - c. Artis's Tender Love & Care, Inc.
 - d. The Bair Foundation
 - e. Bech Brook

- f. Bellefaire Jewish Children’s Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc. – Fox Run: The Center for Children and Adolescents
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children’s Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc. dba Capstone Academy
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC dba Foundations for Living
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry dba S.T.A.R.T. Support To At-Risk Teens
- v. National Youth Advocate Program, Inc.
- w. New Directions, Inc.
- x. OhioGuidestone
- y. Ohio Mentor, Inc.
- z. Pathway Caring for Children
- aa. Pressley Ridge
- bb. Quality Care Residential Homes, Inc.
- cc. Reach Counseling Services dba Educational Alternatives
- dd. Rite of Passage, Inc.
- ee. Specialized Alternatives for Families and Youth of Ohio, Inc.
- ff. Young Star Academy, LLC (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)
- gg. The Twelve of Ohio, Inc.
- hh. The Village Network
- ii. New Beginnings Residential Treatment Center, LLC
- jj. Gracehaven, Inc.
- kk. Homes For Kids of Ohio, Inc.
- ll. Lighthouse Youth Services, Inc.
- mm. RTC Resource Acquisition Corporation dba Resource Treatment Center
- nn. ENA, Inc. – NECCO
- oo. Youth For Tomorrow – New Life Center, Inc.
- pp. Multi County Juvenile Attention System
- qq. Life Start, Inc.
- rr. George Junior Republic in Pennsylvania
- ss. Piney Ridge Treatment Center
- tt. Rolling Hills Hospital, LLC

- uu. Habilitation Center, LLC dba Millcreek of Arkansas
- ii) Removing various providers, effective 1/1/2020:
 - a. The Glen Mills Schools
 - b. Quality Care Residential Homes, Inc.
- iii) Adding new providers:
 - a. Anne Grady Services
 - b. Sequel Pomegranate Health Systems, LLC
 - c. The Buckeye Ranch, Inc.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 8, 2019
Committee(s) Assigned: Health, Human Services & Aging

Journal CC036
October 22, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0231

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</p> <p>Co-sponsored by: Councilmembers Conwell and Miller</p>	<p>A Resolution authorizing an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$1,953,105.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$1,953,105.00 as follows:

- A) City of Bedford Heights for Transportation services.
- B) City of Berea for Adult Development services.
- C) City of Euclid for Congregate Meals and Transportation services.
- D) City of Lakewood for Congregate Meals and Transportation services.
- E) City of Maple Heights for Congregate Meals and Transportation services.
- F) City of Olmsted Falls for Adult Development services.
- G) City of Parma Heights for Congregate Meals and Transportation services.
- H) City of Solon for Adult Development services.
- I) City of Strongsville for Adult Development and Transportation services.
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- N) Community Partnership on Aging for Congregate Meals and Transportation services.

- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- P) Eldercare Services Institute, LLC for Adult Day services.
- Q) Eliza Bryant Village for Adult Day and Transportation services.
- R) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.
- S) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.
- T) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- U) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- V) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- W) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- X) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- Y) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.
- Z) West Side Community House for Adult Development, Congregate Meals and Transportation services; and

WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, this project is funded 100% by Health & Human Services Levy Funds; 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 authorizes an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$1,953,105.00 as follows:

- A) City of Bedford Heights for Transportation services.
- B) City of Berea for Adult Development services.
- C) City of Euclid for Congregate Meals and Transportation services.
- D) City of Lakewood for Congregate Meals and Transportation services.

- E) City of Maple Heights for Congregate Meals and Transportation services.
- F) City of Olmsted Falls for Adult Development services.
- G) City of Parma Heights for Congregate Meals and Transportation services.
- H) City of Solon for Adult Development services.
- I) City of Strongsville for Adult Development and Transportation services.
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- N) Community Partnership on Aging for Congregate Meals and Transportation services.
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- P) Eldercare Services Institute, LLC for Adult Day services.
- Q) Eliza Bryant Village for Adult Day and Transportation services.
- R) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.
- S) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.
- T) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- U) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- V) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- W) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- X) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- Y) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.
- Z) West Side Community House for Adult Development, Congregate Meals and Transportation services.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual, daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0194

<p>Sponsored by: County Executive Budish and Council President Brady</p>	<p>A Resolution authorizing an agreement with The Rock and Roll Hall of Fame and Museum, Inc., effective 1/1/2020, to distribute from the County’s general fund an amount equal to 40% of the one percent increase in the excise tax on hotel lodging transactions for transient guests in Cuyahoga County pursuant to Chapter 724 of the Cuyahoga County Code commencing with the 2020 receipts, and moving forward on a quarterly basis subject to the provisions contained in said agreement; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Chapter 724 of the Cuyahoga County Code, a one percent increase in the excise tax on hotel lodging transactions for transient guests in Cuyahoga County goes into effect as of January 1, 2020 (“2020 Tax”); and

WHEREAS, the County hereby agrees to distribute from its general fund an amount equal to 40% of the 2020 Tax to The Rock and Roll Hall of Fame and Museum, Inc. commencing with the 2020 receipts, and moving forward on a quarterly basis subject to the provisions contained in the agreement; 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 authorizes an agreement with The Rock and Roll Hall of Fame and Museum, Inc., effective January 1, 2020 to distribute from the County’s general fund an amount equal to 40% of the 2020 Tax commencing with the 2020 receipts, and moving forward on a quarterly basis subject to the provisions contained in said agreement.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution and make County determinations as outlined in the agreement. To the extent a procurement exemption is needed, it is hereby granted.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading: October 8, 2019

Journal CC036
October 22, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0206

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Redwood Corporate One LLC for the benefit of the Redwood Living, Inc. Headquarters Project to be located at 7007 East Pleasant Valley Road in the City of Independence; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Redwood Corporate One LLC for the benefit of the Redwood Living, Inc. Headquarters Project to be located at 7007 East Pleasant Valley Road in the City of Independence; and

WHEREAS, the primary goal of this loan is to assist with the purchase and redevelopment of a corporate headquarters office facility consisting of approximately 60,000 square feet at 7007 East Pleasant Valley Road, Independence, in Council District 6; and

WHEREAS, the project is anticipated to create 65 permanent jobs after completion; and

WHEREAS, the total cost of the project is approximately \$14,000,000.00 of which the County will loan \$2,000,000.00 with a term of 15 years at an interest rate of 3.5% per annum; and

WHEREAS, on August 28, 2019, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Economic Development Fund (aka Job Creation Fund); and

WHEREAS, this project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of a Workforce Development Agreement; and submission of annual job creation/retention reporting; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Redwood Corporate One LLC for the benefit of the Redwood Living, Inc. Headquarters Project to be located at 7007 East Pleasant Valley Road in the City of Independence.

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading: October 8, 2019

Journal CC036
October 22, 2019