



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JANUARY 19, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:**
<https://www.youtube.com/CuyahogaCounty>

****Public comment for this meeting may be submitted in writing via email to the Assistant Deputy Clerk of Council at arjohnson@cuyahogacounty.us no later than 9:00 a.m. on Tuesday, January 19, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE DECEMBER 1, 2020 MEETING (See Page 3)**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2021-0003: 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 6)**
 - b) R2021-0023: A Resolution confirming the County Executive's appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021; and declaring the necessity that this Resolution become immediately effective. **(See Page 69)**

- c) R2021-0024: A Resolution confirming the County Executive's reappointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2021 - 12/31/2023; and declaring the necessity that this Resolution become immediately effective. **(See Page 74)**

- d) R2021-0025: A Resolution confirming the County Executive's reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective: **(See Page 79)**
 - i. The Honorable Michael Dylan Brennan
(Heights Region)

 - ii. The Honorable Bradley D. Sellers
(Chagrin/Southeast Region)

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, DECEMBER 1, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:05 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE NOVEMBER 17, 2020 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the November 17, 2020 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2020-0250: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission; addressed the Committee regarding Resolution No. R2020-0250. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0250 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2020-0259: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2021 – 1/31/2025; and declaring the necessity that this Resolution become immediately effective:
 - i. Cynthia Schulz
 - ii. Steven M. Licciardi

Ms. Jeane Holley, Deputy Director of Regional Collaboration; addressed the Committee regarding Resolution No. R2020-0259. Discussion ensued.

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

Ms. Cynthia Schulz addressed the Committee regarding her nomination to serve on the Cuyahoga County Board of Developmental Disabilities. Discussion ensued.

Committee members asked questions of Ms. Schulz pertaining to her experience, expertise and qualifications, which she answered accordingly.

Ms. Kelly Petty, Superintendent & CEO of the Board of Developmental Disabilities, addressed the Committee regarding Resolution No. R2020-0259. Discussion ensued.

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

Mr. Steven Licciardi addressed the Committee regarding his nomination to serve on the Cuyahoga County Board of Developmental Disabilities. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2020-0259 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:36 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0003

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 December 2, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Area Construction Engineer*

Number: 18076
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was updated to better reflect work performed on the job.
Position was opened to the Bridge and Road Maintenance section
of Public Works.

Exhibit B: Class Title: *Customer Service Representative*
Class Number: 16041
Pay Grade: 5B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Language was updated to better reflect the work performed on the
job. Added a Technology Requirements section.

Exhibit C: Class Title: *Emergency Management Specialist*
Class Number: 12091
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit D: Class Title: *Engineer 1*
Class Number: 18072
Pay Grade: 8A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
Added a Technology Requirements section and recommending
FLSA change to Exempt based on professional exemption.

Exhibit E: Class Title: *Engineer 2*
Class Number: 18073
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect the work performed on the
job. Added a Technology Requirements section and
recommending FLSA change to Exempt based on professional
exemption.

Exhibit F: Class Title: *Engineer 3*
Class Number: 18074
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
Added a Technology Requirements section.

Exhibit G: Class Title: *Engineer 4*

Class Number: 18075
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit H: Class Title: *Engineering Technician*
Class Number: 18701
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit I: Class Title: *Section Chief, Engineer*
Class Number: 18077
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language has been updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit J: Class Title: *Senior Emergency Management Specialist*
Class Number: 12092
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit K: Class Title: *Supervisor, Emergency Management Specialist*
Class Number: 12093
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

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.



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 15, 2020

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 December 2, 2020, 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	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Area Construction Engineer 18076	16A Exempt	16A Exempt (No Change)	Public Works

PROPOSED REVISED CLASSIFICATIONS (Cont.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Customer Service Representative 16041	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology
Emergency Management Specialist 12091	8A Exempt	8A Exempt (No Change)	Public Safety and Justice Services
Engineer 1 18072	8A Non-Exempt	8A Exempt	Public Works
Engineer 2 18073	10A Non- Exempt	10A Exempt	Public Works
Engineer 3 18074	14A Exempt	14A Exempt (No Change)	Public Works
Engineer 4 18075	15A Exempt	15A Exempt (No Change)	Public Works
Engineering Technician 18701	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Section Chief, Engineer 18077	17A Exempt	17A Exempt (No Change)	Public Works
Senior Emergency Management Specialist 12092	10 Exempt	10A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Emergency Management Specialist 12093	13 Exempt	13A Exempt (No Change)	Public Safety and Justice Services

cc: Deborah Southerington, Commissioner
 Thomas Colaluca, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Andria Richardson, Clerk of Council
 Sheba Marshall, HR Director – Total Rewards
 Deborah Johnson, HR Director - Talent Management

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18076	Area Construction Engineer	Public Works	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18076	Area Construction Engineer	Public Works	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect work performed on the job. Position was opened up to the Bridge and Road Maintenance section of Public Works.
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No. of Employees Affected:	Three (3)
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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):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Area Construction Engineer	Class Number:	18076
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works		

Classification Function

The purpose of the classification is to interpret, organize, execute, to staff, oversee construction projects, and coordinate assignments in the Construction or the Bridge/Road Maintenance division.

Distinguishing Characteristics

This is a professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for oversight of multiple construction and/or maintenance teams while the latter is responsible for the Construction Division and/or Bridge Maintenance Section of the Public Works Office. This class is different from Engineer 4 where the latter has less experience and coordinates the work of individuals with an engineering design skillset versus focusing on construction and maintenance.

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 and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff, and the contractor; reviews and approves amendments to construction plans; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.
- 30% +/- 10%
- Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.
- 20% +/- 10%
- Oversees field activities while working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.
- 15% +/- 5%
- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.
- 5% +/- 2%
- Assumes duties of the Chief Section Engineer in his/her absence.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with a minimum of nine (9) years civil engineering experience in highway and/or bridge work or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within six (6) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment, engineer's scales and measuring tools.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers), and engineer scales.

Technology Requirements

- Ability to operate a variety of software and databases including construction management and communication software (APPIA), email software (MS Outlook), spreadsheet software (MS Excel), word processing software (MS Word).

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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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,

Area Construction Engineer

or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend contractor submittals, invoices, plans, construction schedules, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, 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 engineering, construction, and related legal terminology and language.
- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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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>
Sabine Respress; Communications Coordinator 2	07/9/2020	Email	Sent draft specification
	8/17/2020	Email	Reminder
	9/18/2020	Email	Reminder
Andy Molls; Deputy Chief Technology Officer	07/9/2020	Email	Sent draft specification
	8/17/2020	Email	Reminder
	9/18/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Service Representative	Class Number:	16041
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide assistance to all County departments on telecommunication equipment and service issues.

Distinguishing Characteristics

This is an entry level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable 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.

35% +/- 10%

- Provides assistance to all County departments on telecommunication equipment (telephones, cellular phones, pagers, etc.) and services issues; assists departments with analyzing and reassessing telecommunication needs; receives equipment requests and orders equipment and services for customers as directed by supervisor; installs telecommunication equipment; monitors the progress of installations and changes to verify completion of equipment and service requests; makes changes to cellular users' information including name changes, password resets, call details, etc.; processes activation and disconnection requests for communication device accounts; arranges and coordinates device/account moves, adds, changes, and repairs with the vendor; converts analogue telephone lines to a Voice Over Internet Protocol (VOIP) system; submits requests for new/renewal of circuits with Telecommunications Requests (TSR) through the State of Ohio; manages voicemail inboxes.

35% +/- 10%

- Processes billings for telecommunications equipment and services; reviews vendor services invoices; identifies discrepancies with billings; collaborates with vendors to resolve issues with billing and payments; creates queries and reports to provide payment for all billing accounts; prepares and submits requests to vendors for credits; sends check payments to vendors; prepares and submits vouchers for payments to the Fiscal Department; verifies all telecommunication equipment and services billed are being used; verifies cost centers by comparing related budgeted costs to actual costs; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.

20% +/- 10%

- Maintains documentation on all processes, procedures, and actions; maintains records of invoices; maintains records of spending utilizing spreadsheets to assist with keeping budgets for contracts within allotted budget amount; prepares cost analyses spreadsheets and graphs for accounts; maintains and updates various spreadsheets and lists (e.g. VOIP conversions, VOIP master cut spreadsheets, Right Fax ports, etc.); maintains records of checks sent to vendors.

Customer Service Representative

5% +/- 2%

- Provides front line customer and technical support; logs and processes departments' service requests and complaints; assists with programming and troubleshooting of cellular equipment; provides or schedules training sessions for telecommunications equipment for other County departments.

5% +/- 2%

- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; seeks best pricing for telecommunication services and equipment; maintains knowledge of trends in products, services, standards procedures, and costs; schedules and participates in calls and meetings with vendors to discuss issues with services.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of related experience; or an 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, phone, and multi-function printer.

Technology Requirements

- Ability to use a variety of software including Microsoft Word, Excel, and Outlook.

Supervisory Responsibilities

- No supervisory responsibilities required.

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 diagnose. 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 invoices, emails, statements, checks, equipment request forms, collection notices, vouchers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.

Customer Service Representative

- Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, customer service requests, equipment requests, checks, charts, graphs, chargebacks, forms, vouchers, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to exchange information, follow instructions, record, and deliver information, and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, 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
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Safety and Justice Services
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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>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	12091
FLSA:	Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is an entry level classification that receives general and specific direction from management as well as receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable 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.

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; assists with providing technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; assists with planning emergency preparedness test exercises; organizes and coordinates the logistics of training programs, workshops, and exercises; attends and participates in Local Emergency Planning Committee (LEPC) meetings, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences; creates maps using geographic information software.

- 30% +/- 10%
- Provides support with coordinating public outreach campaigns and materials; assists with developing training materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; manages social media accounts and posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers presentations regarding emergency management plans.

- 10% +/- 5%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; acts as a member of the incident support team; assists with fulfillment of resource requests; coordinates with public officials and communities for damage reports; assists with performing damage assessments of public and private property; maintains activity logs to document emergency or disaster events.

Emergency Management Specialist

20% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; receives and fills public records requests; completes/coordinates completion of mandated reporting (Tier II reports, spill reports, damage reports, etc.); stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or other public safety discipline with one (1) year of public safety experience; or any equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including after action reports, Tier II reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, correspondence, and other reports and records.

Emergency Management Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, relevant federal and state laws, department guidelines, policies and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field to assist with conducting damage assessments.

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
18072	Engineer 1	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	Four (4)
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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):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 1	Class Number:	18072
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is an entry-level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of routine work methods and procedures and with increasing independence as work 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.

- 30% +/- 10%
- Assist higher level engineers with the development of plans for engineering projects; utilizes Computer Aided Design software to draft engineering plans; sketches changes that have been made to project plans during implementation; evaluates the quality and accuracy of project plans upon completion of engineering project; creates estimates of project costs or estimates of project costs using a historical database; assists with the coordination of public and private utility relocations
- 30% +/- 10%
- Assist higher-level engineers by collecting field measurements, samples, or photographs for engineering projects; photographs work site for plan creation or work logs; enters field measurements and observations into a project report; collects testing reports and provides to higher-level engineers; inspects materials and workmanship for conformance with project plans and specifications.
- 15% +/- 5%
- Assist higher-level engineers by obtaining or completing the necessary documentation or reporting for engineering projects; collects records of previous projects; records, evaluates and rates the condition of structures; observes and evaluates work associated with construction projects; provides daily reports of work done on a project; informs and provides updates to the public regarding plan development or construction progress..
- 15% +/- 5%
- Performs technical engineering calculations and statistical analyses; calculates the quantities of materials needed for projects; utilizes engineering principles for designing project plans such as geometrics, hydraulics, statics, etc.
- 10% +/- 5%
- Attends various meetings and trainings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; stays abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil Engineering Technology from an EAC/ABET or ETAC/ABET accredited institution; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- 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 peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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 impact and develop alternatives.
- Ability to comprehend a variety of information documents including engineering plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.

Engineer 1

- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, and departmental employees and administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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
18073	Engineer 2	Public Works	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	One (1)
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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):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 2	Class Number:	18073
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works		

Classification Function

The purpose of the classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from Engineer 1 in that the latter has less work experience, fewer credentials, and works under a greater degree of supervision.

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%
- Assists with the design and development of basic to complex engineering plans, technical specifications, and cost estimates for assigned projects; assists higher level engineers with writing, evaluating, and analyzing specifications, engineering procedures, and techniques to ensure compliance with guidelines and regulations; performs basic review of plans and specifications for engineering projects; prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares and submits environmental applications with appropriate planning authorities and confirms permits obtained; conducts research to obtain needed project information; prepares documents needed for various projects.

- 35% +/- 10%
- Under supervision of a state-registered engineer, inspects various phases of construction to ensure that the project's workmanship and materials comply with contractual plans and specifications; inspects and tests construction materials for ;documents observations of technical work done for engineering projects; provides daily reports of work done on a project and provides necessary documentation as directed.

- 15% +/- 5%
- Performs statistical work involving data from various engineering projects; researches and analyzes technical information; performs engineering calculations, drafts technical reports, applies engineering principles to produce reports, plans, and drawings; reviews the computation of engineering calculations for various projects as developed by others to detect potential problems and determine potential solutions; records, evaluates and rates the condition of structures; records, itemizes and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; attends trainings to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC/ABET or ETAC/ABET accredited institution with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.
- An Engineer-in-Training (EIT) designation from the State of Ohio is required.

Additional Requirements

- No special license or certificate 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.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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 impact and develop alternatives.

Engineer 2

- Ability to comprehend a variety of informational documents including design plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, request for qualifications, 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 engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, departmental employees, administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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
18074	Engineer 3	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 3	Class Number:	18074
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, and review assigned engineering projects. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for completing engineering projects under a framework of procedures and regulations. The employee is expected to provide and design solutions to identified concerns. The employees in this classification are expected to make decisions independently but consult with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer 2 that this position requires a Professional Engineer designation with the State of Ohio and require more experience.

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%
- Plans, performs, coordinates work, and reviews work on engineering projects; applies engineering principles and criteria for project design; performs structural, hydrological, and other engineering calculations for engineering projects; prepares cost estimates and contract documents; prepares bid packages; advertises projects for sale; drafts and prepares plans for engineering projects.
- 30% +/- 10%
- Oversees the work of lower level engineers, technicians, construction inspectors, consultants, and general contractors; reviews inspection reports, plan submittals, progress schedules, shop drawings, and daily diary reports; makes recommendations for work orders; coordinates projects with utilities companies as needed; reviews and recommends consultant proposals and invoices for acceptance; coordinates federal, state, and municipal funding for projects as needed; performs traffic analysis and projections for projects.
- 20% +/- 10%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; inspects, evaluates, rates, reports and analyses the condition and ongoing maintenance needs of County structures; coordinates quality control expectations; inspects and tests construction materials for conformance with contract plans and specifications; prepares and reviews reports, correspondence, and records for submission; maintains current project files.
- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of

Engineer 3

construction project; attends trainings and conferences to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering in civil engineering or civil/construction engineering technology with five (5) years of related engineering experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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 impact and develop alternatives.

Engineer 3

- Ability to comprehend a variety of informational documents including design plans, construction schedules, consultant proposals, cost estimates, material submittals, project amendments, maps, inspection reports, testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, memos, correspondence, work orders, reports, design plans, construction diaries, inventory sheets, drawings, bid documents, sketches, 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 engineering and related legal terminology and language.
- Ability to communicate with supervisor, engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, contractors, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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
18075	Engineer 4	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added
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No. of Employees Affected:	Thirteen (13)
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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):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 4	Class Number:	18075
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, review, and provide support to large complex engineering projects as assigned. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts, and practices of engineering, but consult with the Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the Engineer 3 that this position is required to lead multi-sectional teams, and coordinate engineering/technical activities on behalf of the Chief Section Engineer.

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%
- Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex engineering calculations for engineering plans; prepares cost estimates and contract documents; performs calculations and prepares sketches for engineering projects.
- 30% +/- 10%
- Oversees the work of supporting professionals and clerical staff ; reviews the work of consultant and County engineers for conformance with standards and accepted practice; performs budget preparation and/or long range planning; reviews invoices and proposals of consultants and contractors; assist in development of section policy; reviews the work of other county engineers.
- 20% +/- 10%
- Collects and processes data for technical analysis and report preparation; performs routine studies and reports related to the planning for infrastructure management and improvements.
- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of construction project; attends trainings and conferences to stay abreast of current trends in civil engineering; makes written and oral presentations of technical work.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with seven (7) years of related engineering experience. or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of professional staff and to maintain standards.

Mathematical Ability

- Ability add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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 invoices, design plans, construction schedules, cost estimates, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.

Engineer 4

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, contracts, plans, inventory sheets, estimates, drawings, bid documents, sketches, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering, and related legal terminology and language.
- Ability to communicate with supervisor, staff, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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:	Engineering Technician	Class Number:	18071
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide technical expertise in drafting engineering plans; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches, and verbal instructions

Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data, and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from Engineer I in that the later has a greater scope of responsibilities and has a higher education requirement.

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%
- Drafts construction plans using computer aided design (CAD) software; reviews survey notes, soil conditions, topography maps, right-of-way plans, and other information sources for drafting plans; makes routine engineering calculations to determine drainage areas, profile grades, and other volume and quality calculations; develops profiles and cross sections from contour plans; develops contour plans from survey data and cross sections; plots drawings for review or for final master construction set.
- 20% +/- 10%
- Reviews routine and complex engineering calculations for mathematical error; assists in preparation of engineer's estimates.
- 10 +/- 5%
- Performs routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.
- 10 +/- 5%
- Assists Professional Surveyor in making field measurements, collecting data, and verifying survey information to facilitate plan preparation.; determines drainage areas, geometric areas, and profile grades

Experience Required to Perform Essential Job Functions

- High School diploma and five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Engineering 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 automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), civil infrastructure design and documentation, spreadsheet (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, topography maps, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare construction drawings and plans 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 engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in the field and in an office environment.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, vibrations, traffic hazards, and machinery.

Engineering 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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non- Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	One (1)
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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):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Six (6)
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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):	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>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Chief, Engineering	Class Number:	18077
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office (e.g. construction, sanitary, bridge design, highway design, planning and programming). The incumbent also provides highly responsible administrative support to Chief Deputy Engineer.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status; performs the work of lower level engineers when short-staffed.
- 25% +/- 10%
- Supervises and directs the work of assigned section in the Public Works Engineer Office and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

Section Chief, Engineering

10% +/- 5%

- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and participates in professional group meetings, conferences, seminars, and training.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in Civil engineering or Civil/Construction engineering technology or a related field desirable with nine (9) years previous experience, including one (1) year of supervisory or engineering project management experience or an equivalent combination of education, training, and experience.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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 invoices, project plans, construction schedules, timesheets, leave requests, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, AISC steel design guidelines, ACI reinforced concrete design standards, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, project plans, estimates, requests for proposal, 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, related legal, construction, and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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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>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	12092
FLSA:	Exempt	Pay Grade:	10A
Department:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

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%

- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.

15% +/- 10%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans.

15% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; or an equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include but are not limited to Microsoft Office Suite applications, video and audio conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety & Justice Services
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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>
Mark Christie, Manager Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Emergency Management	Class Number:	12093
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. 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. This position is required to be on-call outside of normal business hours for emergency situations.

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%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations.

- 20% +/- 10%
- Supervises and manages unit staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

Supervisor, Emergency Management

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to, Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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.

Supervisor, Emergency Management

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, and the Ohio Revised Code.
- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

Supervisor, Emergency Management

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.

Posted on 11/24/2020

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Area Construction Engineer	18076	16A Exempt	16A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect work performed on the job. Position was opened to the Bridge and Road Maintenance section of Public Works.
Customer Service Representative	16041	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
Emergency Management Specialist	12091	8A Exempt	8A Exempt (No Change)	PSJS	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
Engineer 1	18072	8A Non-Exempt	8A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
Engineer 2	18073	10A Non-Exempt	10A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
Engineer 3	18074	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section.
Engineer 4	18075	15A Exempt	15A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added.
Engineering Technician	18701	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
Section Chief, Engineer	18077	17A Exempt	17A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
Senior Emergency Management Specialist	12092	10 Exempt	10A Exempt (No Change)	PSJS	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
Supervisor, Emergency Management Specialist	12093	13 Exempt	13A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0023

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

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

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

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

WHEREAS, County Executive Armond Budish has nominated Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021 (replacing Deborah Vesey); and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga



January 4, 2021

Andria Richardson
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear Ms. Richardson:

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to nominate the following individual for appointment:

- **Cathy Belk**, unexpired term ending 6/30/2021 (replacing Deborah Veszy)

Supporting documentation, including biographical information about the nominee are attached for your review.

There are two additional candidates on file that have applied for this position.

Should you or any of the members of County Council have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

Armond Budish

CATHERINE (CATHY) N. BELK

WORK EXPERIENCE

Oct 2020 - **DEACONESS FOUNDATION**, Cleveland OH

President and CEO

Lead all aspects of foundation which provides leadership and grantmaking in support of the Cuyahoga County workforce development system. Foundation leverages \$57M in assets, team, and ~\$2M per year in grants, all focused on accelerating emergence of families out of poverty through demand and employer-driven job training and workforce development services.

2008 – 2020 **JUMPSTART INC.**, Cleveland OH

President (final position)

Executive leader of 70-person non-profit with mission of economically transforming entire communities through unlocking potential of diverse, ambitious entrepreneurs. Organization has invested \$55M and supported 1300 entrepreneurs annually; 70% of clients are Black or Latinx or women. Clients generate \$1B in economic impact annually on Ohio economy.

- Direct responsibility for all external activities and relationships of highly effective, accountable organization and a team of 22. Reports include Chief Financial Officer, Chief Performance Officer, and senior leaders in fundraising, HR, and marketing/communications.
- Lead strategic (3 year) and operating (1 year) planning, aligning Board, staff and external constituents on JumpStart's most important work to deliver our mission and vision.
- Represent JumpStart in multi-organization collaboratives aimed at addressing systemic economic development challenges; participate as member of Fund for our Economic Future and lead JumpStart's involvement with the Cleveland Innovation Project.
- Accountable for CFO's performance on all financial activities, including management of investment portfolio of \$32M in assets invested via the Cleveland Foundation and annual operating budget of \$16M in operations and \$10M in investing assets.
- Lead and participate in all Board meetings of 30-person board. Serve as Officer of organization; actively meet and manage strategic decision making with other Board Officers. Accountable or responsible for Finance and Audit, Governance and Nominating, HR and Compensation, and Advancement and Communications committees; actively participate on Inclusion committee.
- Lead JumpStart youth/workforce program ("Emerging Talent Network"), working with Cleveland high school non-4-year- college-bound youth for internships and job placement. Used continuous improvement/learning philosophy to improve outcomes and address design opportunities over 3-year program.
- Active leader within organization and Board of diversity, inclusion and equity initiatives. Brought and required Racial Equity Institute training for Board and staff, starting in 2017.
- Lead all external fundraising activities required for hitting annual operating revenue targets of \$10M per year from foundation, corporate, public, and individual sources; exceeded three year (17-19) \$35M fundraising campaign goal in under 2 ½ years.
- Work in conjunction with two other senior leaders and CEO to ensure superior delivery of program and intermediary work, generation of outcomes, building of inclusive programs and culture, and employee engagement. Overall employee rating 4.0 on 5.0 scale for engagement; those in my group rated 4.3 on 5.0 scale.
- Earned three promotions with continued responsibility and advancement over 10+ years, as determined by CEO in partnership with Board.
- Achieved leadership status in national and local entrepreneurial and civic communities. Recognized via Leadership Cleveland Class of 2012; Crain's Woman of Note in 2018

- 2004 – 2008 **AMERICAN GREETINGS CORP.**, Cleveland OH
Director, Innovation (final position), North American Greeting Card Division
Director-level responsibilities over 4 years included developing the 12 - 18 month innovation pipeline and launching new products to drive growth within the greeting card division, as well as leading business direction, growth, and P&L responsibility for \$135M card businesses.
- Led major product launch, which hit \$70M in revenue by the end of year 1.
 - Selected, based on previous success, to create and lead a new organization focused on generating growth for \$1.5B wholesale business through retail experience strategies.
 - Led the company's American Greetings brand including strategic, creation of supporting tools, and alignment of over 30 marketing communication professionals and 300 associates. Resulted in increases in consumer brand health measures and contributed towards 1% growth.
- 1998 – 2004 **THE COCA-COLA COMPANY**, Atlanta GA
Senior Innovation Manager, (final position) North American Division
Led creation of new business and marketing strategies, development of marketing plans, and plan execution for a variety of current and new business/brand initiatives, including leadership of the flagship brand and business, Coca-Cola classic.
- Led the Aug 2002 launch of company's first milk-based beverage, Nestle Choglit. Launch met first year business goals within six months of introduction based on bottler (distribution) buy-in rates.
 - Led opportunity identification, creation of marketing strategies, and execution for 50% of the Coca-Cola classic marketing plan. Brand is a 2.1 Billion eq. case brand in the US. Directed marketing investment of over \$30MM. Results included driving brand preference 1% and volume increase of 5.3%.
 - Led marketing plan creation to drive sales and preference with a variety of consumer targets including teens, African-Americans, and Moms. Plans increased preference by 2%.
- 1990 – 1996 **BANK OF AMERICA**, McLean VA and Greensboro, NC
Vice President, Commercial Lending (final position)
Responsible for creation and management of commercial loans for companies with revenues between \$4M and \$250M. Managed portfolio of over \$60M in commercial loans; \$2M in annual profit.
- Focused on entrepreneurial growth companies (some of whom eventually went public.)
 - Sold over \$30M in commercial bank credit, creating 10 new customers.
 - Generated \$75K in annually recurring non-interest revenue.

EDUCATION

- 1998 **DUKE UNIVERSITY, THE FUQUA SCHOOL OF BUSINESS**, Durham NC
 Earned Masters Degree in Business Administration. Designated Keller Scholar (recipient of full scholarship). Received Distinguished Service Award (1 of 2 recipients). President, Marketing Club. Executive Fellow. Chair, Public Relations Advisory Committee.
- 1990 **DAVIDSON COLLEGE**, Davidson, NC
 Earned Bachelors of Arts with Major in Economics. Economics and German Honorary Societies. Vice President, womens' social club. Studied abroad in Germany. Flute player.

OTHER

CURRENT BOARD LEADERSHIP

Forward Cities (Durham, NC): Board Chair (effective Jan. 2021)
 New Growth Innovation Network (Miami, FL): Board member
 Shaker Schools Foundation (Shaker Heights, OH): Finance Committee Chair
 Cleveland Leadership Center (Cleveland, OH): HR/Compensation Committee Chair

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0024

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2021 - 12/31/2023 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provided a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

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

WHEREAS, the County Executive has nominated Alfonso P. Sanchez serve on the Cuyahoga County Community-Based Community- Based Correctional Facility Governing Board for the term 1/1/2021 – 12/31/2023; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Alfonso P. Sanchez serve on the Cuyahoga County Community-Based Community- Based Correctional Facility Governing Board for the term 1/1/2021 – 12/31/2023.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 12, 2021

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

Journal _____
_____, 20__



January 4, 2021

Andria Richardson
Cuyahoga County Council
Cuyahoga County Administrative Headquarters
2079 East Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear Ms. Richardson,

Pursuant to Ohio Revised Code 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to nominate the following individuals for appointment to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Re-appointment

- **Al Sanchez**, 3-year term, 01/01/2021 – 12/31/2023

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society. Members of the Board shall serve for three-year terms.

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

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

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

Sincerely,

Armond Budish
Cuyahoga County Executive

Al Sanchez Bio

Paying forward from his own long construction career, he now strives to create opportunities for Hispanic workers

Construction industry veteran Alfonso “Al” Sanchez has dealt with every manner of challenge, both on and off the project site, from time constraints to worker shortages to ever-changing government regulations.

Some days are better than others, but he still enjoys working to meet a building owner’s lofty expectations.

“I love the idea of putting a project together and creating a team that involves architects, engineers, contractors and subcontractors,” said Sanchez, a former executive of Turner Construction and current principal partner of his eponymous property management firm, The Sanchez Group. “It’s more abstract than putting one brick on top of the other, but you better have a good team if you want a good project.”

Sanchez spent 37 years at Turner, an international construction services company that completes upward of 1,500 projects annually. During his tenure, the company expanded to three divisions covering the entire U.S. Locally, the firm’s vast portfolio includes the Rock & Roll Hall of Fame, the Hilton Cleveland Downtown and Key Tower.

A native Chicagoan, Sanchez joined Turner in 1958 after receiving a bachelor’s degree in mechanical engineering from the University of Illinois.

His first job in Cleveland was tenant work on Erieview Tower, moving from there to various health care and high-rise endeavors, along with the occasional museum. As he rose through the ranks, Sanchez studied law, earning his juris doctorate from Cleveland-Marshall College of Law in 1968.

“I didn’t want anyone to know I was getting a law degree, in case they thought I’d skip,” he said. “I got the degree because there’s so many unanswered questions on the legal side of things about construction documents. It helped me be a better reader.”

Sanchez left Turner in 1997, founding The Sanchez Group a year later. While there’s not as much pressure as in his previous gig, Sanchez still helms projects in education and health care, including the Urban Community School and Hospice of the Western Reserve.

Over his long career, he’s also worked to bring construction and subcontracting opportunities to Cleveland’s Hispanic population. As a consultant for Adrian Maldonado & Associates Inc. and other entities, Sanchez sought Hispanic workers for MetroHealth’s new 11-floor hospital and reimaged main campus. That effort is part of the Latino Construction Program, a skills-centric venture launched in partnership with Turner, the Spanish American Committee and other organizations.

The multiweek program gives students trade and safety skills for an assortment of apprenticeships. So far, the effort has graduated two classes, opening doors for a population historically underrepresented in the Cleveland construction industry. A third skills class begins shortly, as does a separate program for aspiring Hispanic subcontractors.

While Sanchez, who is of Mexican heritage, remembers racist “jokes” from workmen when he first started, he said those memories are overridden by the many kindnesses he now looks to repay.

“Almost everyone I worked with handed off knowledge I had no access to,” Sanchez said. “Construction workers have a bad reputation as tough guys, but mostly they have hearts of gold. You never forget those who were kind to you, and that motivates me to help others.”

“Al brings a well-rounded perspective,” said construction staffing firm owner Adrian Maldonado. “He’s been invaluable in helping create a one-of-a-kind program that teaches construction skills to Latino residents.”

As chair of the Bond Accountability Commission, Sanchez has also shared his insights with the Cleveland Metropolitan School District. He also chaired a county governing board on the design and construction of a treatment center for low-level substance offenders.

No matter the project, Sanchez still gets a jolt from building a team focused on a singular goal.

“I just enjoy being involved in the process,” he said. — *Douglas J. Guth*

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0025

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year term; and

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

WHEREAS, the County Executive has nominated the following Mayors to serve on the Cuyahoga County Planning Commission for the term 1/1/2021 – 12/31/2023:

Reappointments:

1. The Honorable Michael Dylan Brennan (Heights Region)
2. The Honorable Bradley D. Sellers (Chagrin/Southeast Region)

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.

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



January 4, 2021

Andria Richardson
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission (CPC)

Dear Ms. Richardson,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for re-appointment to the Cuyahoga County Planning Commission:

- **Mayor Michael Dylan Brennan (Heights Region)**, 3-year term, 1/1/2021 – 12/31/2023
- **Mayor Bradley D. Sellers (Chagrin/Southeast Region)**, 3-year term, 1/1/2021 – 12/31/2023

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.
There are no other candidates on file for these positions.
There are no known conflicts of interest for which an advisory opinion has been requested.
This board is uncompensated.

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

Sincerely,

Armond Budish
Cuyahoga County Executive

MICHAEL DYLAN BRENNAN

Office of the Mayor:
2300 Warrensville Center Road
University Heights, Ohio 44118
(216) 932-7800 x222; (216) 906-0383
mdb@universityheights.com



CITY OF UNIVERSITY HEIGHTS, University Heights, Ohio

2018-present

Mayor and Safety Director

Chief executive and administrative officer in an historic first suburb of Cuyahoga County. Established city's first economic development department. Managed successful application for CDBG funding for pedestrian improvements in Cedar-Green district. Created city-wide Community Reinvestment Area, leading new home construction and new additions to existing homes. Reformed fire department, including installation of a new chief responsible for bringing over \$1m in grant funding to the city. Oversaw the implementation of the city's Office of Community Policing. Championed legislation modernizing the city's approach in housing, including: updating demolition permit process for residential structures; empowering the building commissioner to require foreclosing banks to bring houses up to code; depoliticizing the Board of Zoning Appeals by removing elected officials from the hearing and appeal processes; empowering the city prosecutor to appear in housing court on behalf of the city; encouraging city prosecutor to obtain administrative search warrants so the city can inspect vacant properties and seek demolition funding; allowing permits for backyard chicken coops with appropriate regulations; requiring landlords to pay delinquent real estate taxes or enter into payment plans with the county as a condition of renting property in the city; reconvening the city's Fair Housing Commission to remedy unlawful discrimination in housing. Work is ongoing and progress continues.

Serves on the following boards in connection with serving as mayor: Northeast Ohio Areawide Coordinating Agency (NOACA), Board Member, Planning and Programming Committee, Finance and Audit Committee; Cuyahoga County Planning Commission, Board Member; Northeast Ohio Regional Sewer District (NEORS) Suburban Council of Governments, Secretary; Northeast Ohio First Suburbs Consortium; Suburban Water Council of Governments; Heights Hillcrest Communications Center Board of Trustees, Chair; Northeast Ohio Mayors & City Managers Association, Executive Committee 2021.

ADDITIONAL EXPERIENCE:

THE LAW OFFICE OF MICHAEL DYLAN BRENNAN, LLC, Cleveland, Ohio

2009-2018

Owner and Managing Attorney

Litigation attorney in a general practice that emphasized employment discrimination claims, consumer rights, and civil rights claims. Counselor to businesses and non-profit organizations for contract issues and employment issues, including non-competition and confidentiality agreements. Seminar speaker on trial skills, motion practice, tenant rights, evidence.

HERMANN, CAHN & SCHNEIDER, LLP, Cleveland, Ohio

2003-2009

Senior Associate; Associate

Litigation attorney with responsibilities that extended through all stages of representation, including trial and appellate proceedings. Trial experience both as lead counsel and as second chair, with favorable verdicts or settlements reached. Practice areas included: insurance defense (motor vehicle, premises liability, products liability), insurance coverage issues and insurance bad faith defense; plaintiffs' personal injury and medical malpractice litigation, including wrongful death and catastrophic injury cases; legal malpractice litigation; business law and litigation, including contract disputes, creditor representation in bankruptcy and collections; employment law, including non-competition agreements and wrongful termination claims.

CUYAHOGA COUNTY COURT OF COMMON PLEAS, Cleveland, Ohio**1999-2003*****Judicial Staff Attorney for The Honorable Kathleen Ann Sutula***

Advised and assisted the judge on all civil cases on her docket. Cases included declaratory judgment and insurance cases, contract disputes and business litigation, class actions, administrative appeals, employment issues from non-competes to wrongful termination, personal injury and workers' compensation, and special proceedings. Conducted legal research, prepared recommendations on motions, and drafted opinions and orders, as well as assisted in conducting case management conferences and pre-trials.

WELTMAN, WEINBERG & REIS CO., L.P.A., Cleveland, Ohio**1997-1999*****Associate***

Litigated commercial law and consumer collections cases in state and federal courts. Successfully defended or reached favorable settlements in cases involving consumer claims. Courtroom experience included first chair jury trial experience, bench trials and arbitrations.

DAN MORELL & ASSOCIATES CO., L.P.A., Independence, Ohio**1995-1997*****Associate; Law Clerk***

Effectively handled small business and corporate matters, commercial and consumer collections, probate matters and residential real estate transactions.

COMMUNITY EXPERIENCE AND ACTIVITIES:**CLEVELAND CHAMBER CHOIR****2018-present**

Board Member and Secretary. Serving the musical arts community by supporting a local chorale ensemble with a varied repertoire of music, including music by contemporary and local composers.

FUTUREHEIGHTS**2016-2017**

Board Member. Served on the board of a community advocacy group promoting Cleveland Heights and University Heights as ideal places to live, work, and play, while serving on both the Civic Engagement committee and the Music Hop event committee for annual local independent music event in Cleveland Heights.

CITIZENS FOR SAYBROOK PARK / CITY OF UNIVERSITY HEIGHTS**2013-2014**

Volunteer. Participated in the citizen grassroots effort to support the acquisition of property for purposes of building a new community park in University Heights, and review design concepts for the new park.

JUDICIAL CONFERENCE OF THE EIGHTH JUDICIAL DISTRICT**2007**

Delegate. Selected by Judge Kathleen Ann Sutula to attend the conference and participate in committees to improve the justice system in Cuyahoga County.

LAKE ERIE INTERNATIONAL MODEL UNITED NATIONS CORP. (LEIMUN)**2000-present**

Chairman of the Board; Founding Trustee; Treasurer; Advisor/Consultant. Founded and managed a nonprofit corporation that organizes and administers Model United Nations conferences.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC**Spring 1996**

Environment and Natural Resources Division, General Litigation Section Law Intern. Conducted legal research and wrote memoranda and briefs on environmental issues in cases pending throughout the United States and her territories. Constructed legal arguments on matters of first impression.

CONGRESSMAN ERIC D. FINGERHUT, District Office**1994**

Congressional Intern. Fielded constituent telephone calls. Conducted research on issues pending before Congress. Handled constituent case files regarding social security and passports. Drafted correspondence.

EDUCATION:

Cleveland-Marshall College of Law, Juris Doctor, 1996

Class Standing: Top 25%

G.P.A. 3.20/4.00

Cleveland State Law Review, Business Editor

Student Bar Association, Vice President

Honor Code Committee, Student Representative

Bowling Green State University, Bachelor of Arts, 1993, Political Science, Philosophy

G.P.A. 3.50/4.00

The BG News, Editorial Columnist

Undergraduate Student Government, Senator

Omicron Delta Kappa and Pi Sigma Alpha honoraries

BAR ADMISSION:

State of Ohio, 1996; United States District Court, Northern and Southern Districts of Ohio; United States Bankruptcy Court, Northern and Southern Districts of Ohio; admitted *pro hac vice* to additional state and federal jurisdictions on select cases.



B R A D L E Y D . S E L L E R S

OBJECTIVE

Enterprising, creative, and results-driven professional seeks challenging **Leadership** position on The Cuyahoga County Planning Commission that can fully utilize diverse experience and professional skills to produce profitable results.

SUMMARY OF QUALIFICATIONS

Exceptional communication skills (verbal and written). Equally effective in one-to-one, small group, training, presentation, and public speaking scenarios.

Leadership – Offering a collaborative, hands-on management style with excellent training, motivation and team-building skills.

Strong working knowledge of business operations including budgeting and forecasting, sales and marketing, compensation issues, interviewing and hiring, and reporting functions.

Fast learner – Masters new knowledge, systems and procedures quickly and effectively.

Organized – Superior aptitude for details, with excellent time management skills and ability to prioritize and execute multiple tasks.

Comfortable and confident working in high visibility environment.

WORK EXPERIENCE

2012- Present, *City of Warrensville Heights*, Ohio

Mayor

- Oversaw City with a population of approximately 14,000 persons
- Oversaw department operations and administration and contributed to the planning of new initiatives
- Located and appointed well-qualified individuals to fill city leadership roles
- Contributed with committees and task forces to address unique concerns
- Oversaw an workforce of approximately 175 persons
- Executed contracts, orders, and new ordinances with official signatures
- Administered day-to-day operations, including accounting and budget management. Business development, performance metrics and customer service
- Developed and monitored internal control systems

2011- 2012, *City of Beachwood*, Ohio

Economic Development Consultant

- Served directly at the pleasure of the Mayor. Skills utilized to direct all economic and community development aspects of the city.

2001- 2011, *City of Warrensville Heights*, Ohio

Economic Development Director

- Served directly at the pleasure of the Mayor. Skills utilized to direct all economic and community development aspects of the city.
- Successfully negotiated the relocation of the following corporate headquarters to Warrensville Heights: Heinen's, Marcus Thomas LLC, Marriott, ORG Holdings LLC, Rockwell Automotive, Cuyahoga Community College Corporate College, Get Go/Giant Eagle, Dunkin Donuts, and Marriott.
- These projects totaled \$500 million dollars of private investment.
- Headed the design and implementation of the new information technology system throughout the municipal buildings of the city. The system is valued at over \$700,000.
- Headed up the development of three new residential sub-division projects in Warrensville Heights, the first in more than 40 years

- Duties include overseeing all City economic development activities, but also promoting the City of Warrensville Heights and spreading goodwill within the community

2009- Present ***Cleveland Cavaliers Radio Network*** Cleveland, Ohio
NBA Analyst

Provided in-depth post game analysis of strength, weakness, and needs of the Cleveland Cavaliers team during annual NBA season

2007-2017 ***WEWS*** Cleveland, Ohio

Guest NBA Draft Analyst

- Provided in-depth analysis of strength, weakness, and needs of various NBA teams during annual college draft. Forecasted selections based on players' potentials and team budgets.

1993-2000 ***Europe*** Various Cities in Western Europe

Consultant / Professional Athlete

- Hired on consulting basis to develop innovative strategies to increase marketability, boost attendance and television ratings, and subsequent profitability. Worked directly with team owners in France, Spain, Israel, and Greece to cultivate their audience through public relations and advertising firms to upgrade their team image while being their featured individual player.

1986-1993 ***National Basketball Association*** Various Cities, USA

Professional Athlete

- Chosen as No.1 Draft Choice to provide spirit, enthusiasm, professionalism, and superior playing skills in team sport.

EDUCATION

1983 - 1986 ***The Ohio State University*** Columbus, Ohio

1981 – 1983 ***The University of Wisconsin*** Madison, Wisconsin

PROFESSIONAL MEMBERSHIPS

- *Warrensville Heights High School Alumni Association*
 - *Board of Trustees, Cuyahoga County Convention Center Facilities Development Corporation (Chair)*
 - *Retired NBA Players Association*
 - *Board of Trustees, Cuyahoga County DOPWIC*
 - *Board of Trustees, Cuyahoga County Planning Commission*
 - *Board of Trustees, Greater Cleveland Sports Commission*
 - *Board of Trustees, Cleveland Clinic South Pointe Hospital*
-

REFERENCES

Excellent references available upon request

VOLUNTEER EXPERIENCE

- *Cleveland Food Bank – Warrensville Heights Distribution Location*