



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JUNE 28, 2022**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 14, 2022 MEETING** (See Page 4)
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2022-0130: A Resolution confirming the County Executive's appointment of Dornat Drummond to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025; and declaring the necessity that this Resolution become immediately effective. (See Page 8)
  - b) R2022-0151: 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 13)
  - c) R2022-0177: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on The MetroHealth System Board of Trustees for various terms; and declaring the necessity that this Resolution become immediately effective: (See Page 135)
    - 1) Appointment:



and declaring the necessity that this Resolution become immediately effective. (See Page 199)

**6. MISCELLANEOUS BUSINESS**

**7. ADJOURNMENT**

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

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



AGENDA  
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, JUNE 14 2022  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM

1. CALL TO ORDER

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

2. ROLL CALL

**Ms. Baker asked Clerk Richardson to call the roll. Committee members Baker, Miller, Gallagher, Sweeney and Conwell were in attendance and a quorum was determined.**

3. PUBLIC COMMENT

**There were no public comments given.**

4. APPROVAL OF MINUTES FROM THE MAY 17, 2022 MEETING

**A motion was made by Mr. Sweeney, seconded by Ms. Conwell, and approved by unanimous vote to approve the minutes from the May 17, 2022 meeting.**

5. MATTERS REFERRED TO COMMITTEE

- a) R2022-0129: A Resolution confirming the County Executive's appointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for an unexpired term ending 10/14/2023; and declaring the necessity that this Resolution become immediately effective.



**Ms. Jeane Holley, Interim Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2022-0129. Discussion ensued.**

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

**Ms. Valerie Katz addressed the Committee regarding her nomination to serve on the Cuyahoga County Natural Resources Assistance Council. Discussion ensued.**

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

**Ms. Mary Cierebiej, Executive Director of the Cuyahoga County Planning Commission, addressed the Committee regarding Resolution No. R2022-0129. Discussion ensued.**

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

**On a motion by Ms. Baker with a second by Mr. Conwell, Resolution No. R2022-0129 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

- b) R2022-0130: A Resolution confirming the County Executive's appointment of Dornat Drummond to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025; and declaring the necessity that this Resolution become immediately effective.

**There was no legislative action taken on Resolution No. R2022-0130.**

- c) R2022-0131: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms; and declaring the necessity that this Resolution become immediately effective:

- 1) Appointment for the term 7/1/2020 - 6/30/2024:

- i) Gabriella Celeste

- 2) Appointment for an unexpired term ending 6/30/2023:

i) Daniel Kelly

**Ms. Holley addressed the Committee regarding Resolution No. R2022-0131. Discussion ensued.**

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

**A motion was then made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous vote to amend Resolution No. R2022-0131 to remove “*Gabriella Celeste*” throughout the legislation.**

**Mr. Daniel Kelly addressed the Committee regarding his nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.**

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

**On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0131 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as amended.**

**Mr. Sweeney requested to have his name added as a co-sponsor to Resolution No. R2022-0131.**

- d) R2022-0139: 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. R2022-0139. Discussion ensued.**

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

**On a motion by Ms. Baker with a second by Mr. Gallagher, Resolution No. R2022-0139 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- e) R2022-0144: A Resolution confirming the County Executive’s reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust

Fund representing the Great Lakes Region for the term 9/28/2022 – 9/27/2024; and declaring the necessity that this Resolution become immediately effective.

**Ms. Holley addressed the Committee regarding Resolution No. R2022-0144. Discussion ensued.**

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

**In lieu of the attendance of Ms. Jennifer Croessmann, Committee member Miller, provided a brief background on the experience, expertise and qualifications of Ms. Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund. Discussion ensued**

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

**On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0144 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 Baker adjourned the meeting at 10: 29 a.m.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0130

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Dornat Drummond to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

WHEREAS, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

WHEREAS, members of the Cuyahoga County Diversion Board shall be appointed to serve a 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 Dornat Drummond (replacing Calvin Williams) to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025.

**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 Dornat Drummond (replacing Calvin Williams) to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: May 24, 2022

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



May 16, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E. Ninth Street, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Diversion Board:

- **Dornat Drummond**, 3-year term, 3/1/2022 – 2/28/2025
  - Replacing Chief Calvin Williams
  - Resides in Cleveland (Cuyahoga County)
  - Does not currently serve on any boards or commissions

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

There are no known conflicts of interest for which an advisory opinion has been requested. Attached you will find the nominee's resume for your review. There are two candidates on file for this position.

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

Sincerely,

  
Armond Budish  
Cuyahoga County Executive



On January 3, 2022, City of Cleveland Mayor Justin Bibb administered the Oath of Office to Dornat (Wayne) Drummond as Interim Chief of Police.

Chief Drummond was appointed to the Cleveland Division of Police on May 8, 1989 and began his career in the First District. He was promoted to Sergeant in the year 2000 and Lieutenant in 2002, supervising the Fugitive Unit and Case Preparation Unit. During this time, he also served as the Division's Public Information Officer.

In 2005, Lieutenant Drummond was appointed to the rank of Commander, overseeing the Division's Sixth District on the city's northeast side, which includes the Collinwood and Glenville neighborhoods. On February 10, 2014, Commander Drummond was appointed to Deputy Chief of Field Operations, overseeing the five Neighborhood Districts, the Bureau of

Traffic, the Bureau of Community Policing, and Special Events for the division.

Chief Wayne Drummond grew up in the Cleveland-Cedar Avenue neighborhood. He is a graduate of the University of Toledo (B.A.) and a graduate of the Federal Bureau of Investigation National Academy Class 230. [REDACTED]

Former Deputy Chief Drummond will serve as the 41<sup>st</sup> Chief of Police.

March 11th 2022	Cuyahoga County Diversion Board	Dornat Drummond
March 24th 2022	Cuyahoga County Diversion Board	Akram Boutros



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0151

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

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

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

WHEREAS, on June 1, 2022, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through Z) 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: *Building Rehabilitations Specialist*

Class Number: 19011  
Pay Grade: 7A/Non-Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.

Exhibit B: Class Title: *Information Technology Service Management Analyst*  
Class Number: 16081  
Pay Grade: 9B/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and formatting, mathematical ability, and distinguishing characteristics. A Technology Requirements section was added.  
Pay Grade increased from 8B to 9B.

Exhibit C: Class Title: *Senior Staff Auditor*  
Class Number: 11132  
Pay Grade: 14A/Exempt  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and formatting, distinguishing characteristic, and minimum qualifications. A Technology Requirements section was added. Pay Grade increased from 13A to 14A.

Exhibit D: Class Title: *Staff Auditor*  
Class Number: 11131  
Pay Grade: 11A/Exempt  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 10A to 11A.

Exhibit E: Class Title: *Supervisor, Building Rehabilitation Specialist*  
Class Number: 19012  
Pay Grade: 9A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.

Exhibit F: Class Title: *Supervisor, Geriatric Behavioral Health Nurse*

Class Number: 17051  
Pay Grade: 11A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and  
formatting, distinguishing characteristic, and physical  
requirements. A Technology Requirements section was added. No  
change to pay grade or FSLA status.

Proposed Deleted Classification:

Exhibit G: Class Title: *Evidence Technician*  
Class Number: 12171  
Pay Grade: 5A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented  
by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit H: Class Title: *Forensic Scientist I- DNA*  
Class Number: 12231  
Pay Grade: 10A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented  
by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit I: Class Title: *Forensic Scientist I- Drug Chemistry*  
Class Number: 12261  
Pay Grade: 10A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented  
by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit J: Class Title: *Forensic Scientist I- Fingerprint*  
Class Number: 12241  
Pay Grade: 10A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented  
by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit K: Class Title: *Forensic Scientist I- Firearms and Toolmarks*  
Class Number: 12281  
Pay Grade: 10A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented  
by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit L: Class Title: *Forensic Scientist I- Toxicology*  
Class Number: 12251  
Pay Grade: 10A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented  
by the Fraternal Order of Police, Ohio Labor Council, Inc.

- Exhibit M: Class Title: *Forensic Scientist 1- Trace Evidence*  
Class Number: 12271  
Pay Grade: 10A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit N: Class Title: *Forensic Scientist 2- DNA*  
Class Number: 12232  
Pay Grade: 11A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit O: Class Title: *Forensic Scientist 2- Drug Chemistry*  
Class Number: 12262  
Pay Grade: 11A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit P: Class Title: *Forensic Scientist 2- Fingerprint*  
Class Number: 12242  
Pay Grade: 11A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit Q: Class Title: *Forensic Scientist 2- Firearms and Toolmarks*  
Class Number: 12282  
Pay Grade: 11A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit R: Class Title: *Forensic Scientist 2- Toxicology*  
Class Number: 12252  
Pay Grade: 11A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit S: Class Title: *Forensic Scientist 2- Trace Evidence*  
Class Number: 12272  
Pay Grade: 11A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit T: Class Title: *Forensic Scientist 3 - DNA*  
Class Number: 12233  
Pay Grade: 13A/Exempt

\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit U: Class Title: *Forensic Scientist 3- Drug Chemistry*  
Class Number: 12263  
Pay Grade: 13A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit V: Class Title: *Forensic Scientist 3- Fingerprint*  
Class Number: 12243  
Pay Grade: 13A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit W: Class Title: *Forensic Scientist 3- Firearms and Toolmarks*  
Class Number: 112283  
Pay Grade: 13A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit X: Class Title: *Forensic Scientist 3- Toxicology*  
Class Number: 12253  
Pay Grade: 13A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit Y: Class Title: *Forensic Scientist 3- Trace Evidence*  
Class Number: 12273  
Pay Grade: 13A/Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit Z: Class Title: *Laboratory Technician- Toxicology*  
Class Number: 12191  
Pay Grade: 5A/Non-Exempt  
\* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

**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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Building Rehabilitation Specialist	<b>Class Number:</b>	19011
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Development	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, inspecting, and managing of housing related rehabilitation activities for the Community Development Division.

### Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

### Essential Job Functions

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

45% +/- 10%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets; Monitors CDBG and HOME Investment Partnership program, grant, and loan recipients to ensure they follow the Davis Bacon Prevailing Wage; monitors and reports of the Federally required Minority, Female, Small and /or Disadvantaged Business Enterprises, as well as the HUD required Section 3 activity.

35% +/- 10%

- Develops work specifications and cost estimates for projects utilizing construction software; prepares project specifications and bid documentation so that projects can be bid out; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to ensure validity of the requests and associated costs; prepares change orders with client and contractor approval.

Effective Date: 08.08.2018  
Last Modified: 08.08.2018

20% +/- 10%

- Performs supporting administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

### **Additional Requirements**

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including computers and multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (OneRoof).

#### **Supervisory Ability**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**



## Building Rehabilitation Specialist

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, inspection sign off, lead risk assessments, loan documents, production reports, historic compliance reports, Healthy Homes Rating Systems report, BOH final lead clearance report, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, OSHA guidelines, city and state historical guidelines, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications,, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, homeowners, Historic Preservation Personnel, and inspectors.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness/humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

*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

<b>Class Title:</b>	IT Service Management Analyst	<b>Class Number:</b>	16081
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to design, develop, and maintain technology solutions, software, and applications as they apply to the Intranet and Internet environment.

### Distinguishing Characteristics

This is an entry level classification with responsibility for designing, maintaining, and supporting software and applications for end users utilizing the contracted IT service management system(s). Employees in this class work under initial close supervision progressing to direct supervision as work experience is gained. The employee works within a framework of established regulations, policies, and procedures but is expected to use judgment in performing work.

### Essential Job Functions

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

- 45% +/- 10%
- Designs and maintains technology solutions through the contracted IT service management system(s); identifies user requirements and translates it into a technical analysis to be reviewed by the team or lines of business with the software; creates and/or modifies configuration files to build workflows in IT service management system(s); designs screen layouts; analyzes and reconfigures major and minor business objects; builds-in new functionality with the system; creates implementation system documentation.
- 20% +/- 10%
- Creates new and updates existing automation processes and workflows operations in IT service management systems(s); programs and builds out automated processes and triggers to gain efficiencies and reduce the need for repetitive tasks.
- 20% +/- 10%
- Designs various reports based around the IT service management system(s) to proactively track metrics for technical issues and software renewals; develops automated reports for client's business needs; programs the software and designs the screen layout to output usable data in the form of a report; programs the software to convert data into usable information to steer business decisions and direction on how the department is performing.
- 10% +/- 5%
- Serves as an expert for County Departments regarding the IT service management system(s); provides system support with development issues; answers user questions related to the software and various tools; resolves issues and submitted tickets related to the IT service management system(s); works in coordination with system vendor to resolve system issues; creates training documentation for end users.

5% +/- 2%

- Researches IT service management system(s) to better manipulate and use the software frameworks and tools in order to solve business projects; communicates regularly with consultants about IT service management system(s); participates in training sessions to develop and share knowledge and skills about the system; completes self-learning and research to identify how to complete complex business projects; attends virtual training conferences and webinars.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in computer programming, information technology, or related field with two (2) years of related information technology experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and IT service management software.

#### **Supervisory Responsibilities**

- 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 technical design documents, incident tickets, quarterly technical system updates, system generated reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, software development standards and guidelines, departmental policy manual, computer software manuals, and systems manuals.

## IT Service Management Analyst

- Ability to prepare diagrams, various data reports, memos, correspondence, workflows, implementation plans, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret application design and computer terminology and languages.
- Ability to communicate effectively with managers, supervisors, co-workers, vendor technical support, consultants, end users, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Staff Auditor	<b>Class Number:</b>	11132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Internal Audit	<b>EXHIBIT C</b>	

## Classification Function

The purpose of this classification is to plan, oversee, and conduct audits on County departments as well as serve as a lead worker for lower-level staff auditors.

## Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Internal Audit. The Senior Staff Auditor is responsible for the planning and oversight of audit assignments and risk assessments. This class works under direction from the Internal Audit Manager and is responsible for ensuring audits are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and will receive instruction or assistance only as unusual situations arise. The Senior Staff Auditor is expected to exercise independent judgment and initiative in performing work.

## Essential Job Functions

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

40% +/- 10%

- Plans, oversees, and conducts control, substantive, and compliance audit testing of specified financial and operational areas using acceptable audit techniques; gathers financial and operational data to develop audit planning activities and conduct audits; conducts meetings, interviews, and employee observations to gain information about auditee operations, processes, and procedures; develops narratives detailing auditee processes; collects and reviews auditee operational documentation; conducts research on auditee, previous audits, and industry background information; develops attributes, spread sheets, and workpapers to be used in testing procedures and documentation; reviews relevant documents and audit evidence to test with the drafted attributes; analyzes test results and noted deficiencies to develop and write findings and recommendations; identifies and stores proper audit evidence and workpapers in an audit software; communicates with audit clients to gather information, report findings, and review management responses; prepares standard audit planning workpapers.

20% +/- 10%

- Drafts audit findings and recommendations based on testing results using the proper templates and standardized format; prepares reports of noncompliance or weakness; submits findings and recommendations to Internal Audit Manager for review and comment; communicates results of internal audit to the auditee, Audit Committee, Council, County Executive, and the public; performs follow-up audit procedures related to resolution and close out of issues from audit reports.

15% +/- 5%

- Conducts and reviews annual risk assessments of auditable units of the County to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations; gathers information for risk assessments through questionnaires and interviews; scores the interviews and/or completed risk assessments to determine a risk rating; records risk ratings into

## Senior Staff Auditor

an auditing management software (i.e., TeamMate); creates comprehensive risk rankings and drafts the relative report.

15% +/- 5%

- Serves as a lead worker for the Staff Auditors; assigns, coordinates, and reviews Staff Auditors' work; answers Staff Auditors' questions and provides assistance as necessary; provides quality control of Staff Auditor's work; drafts and administers training materials; oversees audit hours to help Staff Auditors stay within budget.

10% +/- 5%

- Assists Audit Manager with planning audits in accordance with the Annual Audit Plan; participates in team planning meetings; determines audit timelines; determines preliminary objectives, potential obstacles, and any new risks; writes new audit procedures to be performed during the audit; participates in the completion of internal projects to improve documentation, performance measures, standards, and transparency.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with three (3) years previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance

### **Additional Requirements**

- Certification commensurate with knowledge of audit practices and/or fraud assessment (Certified Internal Auditor, Certified Fraud Examiner, Certified Information System Auditor, Certified Government Auditing Professional, Certified Global Management Accountant, Certified Bank Auditor, or Certified Public Accountant) or the obtainment of such within one year of employment.

### **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 software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), audit management software (TeamMate), data analytic software (IDEA), and enterprise resource planning software (SAP, Lawson).

#### **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.

#### **Mathematical Ability**

Effective Date: 04.25.2018  
Last Modified:04.25.2018

## Senior Staff Auditor

- 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 such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, financial system reports (FAMIS or Lawson), trial reports, bank statements, contracts, cash financial statements, grants, Annual Comprehensive Financial Reports (ACFR), vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards International Professional Practice Framework (IPPF), Auditor of State website, County Charter, Ohio Revised Code, Employee Handbook, Code of Federal Regulations, , Internal Charter, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations, Annual Risk Assessment Report, and 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 accounting, auditing, and legal terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Staff Auditor	<b>Class Number:</b>	11131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Internal Audit	<b>EXHIBIT D</b>	

### Classification Function

The purpose of this classification is to assist in the planning and performance of auditing assignments and risk assessments, of selected County departments.

### Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Department of Internal Audit. The Staff Auditor is responsible for assisting in the performance of timely and accurate risk assessments and financial and performance audits. This class works under general supervision from the Internal Audit Manager and/or Senior Staff Auditor but with increasing independence as work experience is gained. The employee works within a framework of established regulations, policies, procedures, and is expected to use professional judgment in performing work.

### Essential Job Functions

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

55% +/- 10%

- Conducts control, substantive, and compliance audit testing of specified financial and operational areas using acceptable audit techniques; gathers financial and operational data to develop audit planning activities and conduct audits; conducts meetings, interviews, and employee observations to gain information about auditee operations, processes, and procedures; develops narratives detailing auditee processes; collects and reviews auditee operational documentation; conducts research on auditee, previous audits, and industry background information; develops attributes, spread sheets, and workpapers to be used in testing procedures and documentation; reviews relevant documents and audit evidence to test with the drafted attributes; analyzes test results and noted deficiencies to develop and write findings and recommendations; identifies and stores proper audit evidence and workpapers in an audit management software; communicates with audit clients to gather information, report findings, and review management responses; assists and reviews work of other Staff Auditors related to audit testing; assists in preparing standard audit planning workpapers; monitors hours spent on each audit project.

15% +/- 5%

- Drafts preliminary audit findings and recommendations based on testing results using the proper templates and standardized format; submits findings and recommendations to Internal Audit Manager for review and comment; assists Manager and Director with drafting audit reports; communicates results of internal audit to the auditee, Audit Committee, Council, County Executive, and the public; performs follow up audit procedures related to resolution and close out of any issues from audit reports.

15% +/- 5%

- Conducts risk assessments of auditable units of the County to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations; gathers information for risk assessments through questionnaires and interviews; scores the interviews and/or



## Staff Auditor

completed risk assessments to determine a risk rating; records risk ratings into an audit management software (i.e., TeamMate); creates comprehensive risk rankings.

15% +/- 5%

- Assists Audit Manager and/or Senior Staff Auditor with planning audits in accordance with the Annual Audit Plan; participates in team planning meetings; discusses status of assigned audit work and projection for completion; determines preliminary objectives, potential obstacles, and any new risks; assists in the completion of internal projects to improve documentation, performance measures, standards, and transparency.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with one (1) year of previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- No certificates or licenses 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 software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), audit management software (TeamMate), data analytic software (IDEA), and enterprise resource planning software (SAP, Lawson).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 raw data from IT, audit workpapers, audit schedules, audit evidence, financial system reports (FAMIS or Lawson), trial reports, bank statements, contracts, cash financial statements, grants, Annual Comprehensive

Effective Date: 09.11.2012  
Last Modified: 04.25.2018

## Staff Auditor

Financial Reports (ACFR), vouchers, receipts, purchase orders, invoices, and operational documents and reports.

- Ability to comprehend a variety of reference books and manuals including the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards International Professional Practices Framework (IPPF) , Auditor of State website, County Charter, Government Accounting Standards Board (GASB) guidelines; Ohio Revised Code, Employee Handbook, Code of Federal Regulations, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, test workpapers, audit programs, spreadsheets, audit findings, draft audit reports and recommendations, and 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 accounting, auditing, and legal terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Building Rehabilitation Specialist	<b>Class Number:</b>	19012
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Development	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division.

### Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. This position oversees the operations and promotes the efficiencies of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives. This class reports to the Deputy Director of Housing & Community Development. Employees are expected to exercise judgment in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

### Essential Job Functions

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

25% +/- 10%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing, housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications =; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets.

25% +/- 10%

- Oversees contractor payrolls according to federal regulations; conducts personnel wage interviews with contractors; maintains prevailing wage law updates; prepares and maintains reports and records regarding prevailing wages; resolves issues with prevailing wages and makes recommendations; monitors contract compliance and performs construction site inspections for prevailing wage laws; oversees the monitoring of federally funded activities and reporting of the required Minority, Female, Small and /or Disadvantaged Business Enterprises as well as the HUD required Section 3 activity.

20% +/- 10%

Effective Date: 04.04.2008  
Last Modified: 08.08.2018

## Supervisor, Building Rehabilitation Specialist

- Supervises and directs the work of the Building Rehabilitation Specialist(s); 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to ensure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

15% +/- 5%

- Performs supporting administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

### **Additional Requirements**

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including computers and multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, bend, and twist during inspections.
- Ability to lift, push, and pull up to 50 pounds.

#### **Technology Requirements**

## Supervisor, Building Rehabilitation Specialist

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and word processing software (Microsoft Word).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, reimbursement requests, staff mileage and timesheets, loan documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, various grant site spreadsheets, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Supervisor, Building Rehabilitation Specialist

- Ability to supervise and counsel employees, to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications,, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

### **Environmental Adaptability**

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Geriatric Behavioral Health Nurse	<b>Class Number:</b>	17051
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Senior and Adult Services	<b>EXHIBIT F</b>	

### Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning, and to coordinate meetings and appointments related to clients' care.

### Distinguishing Characteristics

This is a supervisory level classification that is responsible for assessing clients' medical status, mental health, and cognitive functioning, and supervising assigned staff. This class works under general direction from a Deputy Administrator, Community Programs. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations. This position requires visiting and interacting with clients in their homes.

### 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%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; provides nursing assessments for new (same day) clients and existing APS clients; checks vitals and monitors heart rate; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability and mental health with various assessments (e.g., Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine client's capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 5%

- Conducts home visits; examines the home for environmental hazards; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

## Supervisor, Geriatric Behavioral Health Nurse

10% +/- 5%

- Supervises and directs the work of Behavioral Health employees 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- Biennial renewal of registered nursing license required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to bend and twist, and the ability to lift, push, and pull up to 25 lbs.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (ODAPS, PeerPlace).

#### **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.

Effective Date: 10.11.2018  
Last Modified: 10.11.2018



## Supervisor, Geriatric Behavioral Health Nurse

- 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-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 client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Employee Handbook, Centers for Medicare and Medicaid Services, APS state mandate, policies, and procedures, HIPAA, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, correspondence, lab reports, medical notes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, mental health, and related legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

### **Environmental Adaptability**

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, bright/dim lights, noise extremes, animals, and temperature extremes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Evidence Technician	<b>Class Number:</b>	12171
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT G</b>	

### Classification Function

The purpose of this classification is to receive, sort, and store physical evidence, ensuring compliance with related policies and procedures.

### Distinguishing Characteristics

This is an entry level classification. Employees in this class work under immediate supervision and guidance with little need for independent judgment required. Decisions are made within pre-established guidelines and assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

### Essential Job Functions

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

- 60% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; imports submitted items into tracking system; verifies accuracy of evidence submission paperwork; maintains chain of custody protocols; documents evidence tampering and discrepancies; assigns submissions to appropriate analyst(s); creates requests for testing on evidence items; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and evidence submission and release records.
  
- 20% +/- 10%
- Follows policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence not in process of examination in the laboratory; maintains integrity of evidence reception and storage rooms; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by accrediting bodies and laboratory policies.
  
- 10% +/- 5%
- Prepares documentation related to evidence submission, inventory, and release; operates computer system and enters submitted items into evidence tracking system; prepares paper and electronic inventories; attaches physical evidence submission sheet(s) to appropriate case(s) where needed; obtains necessary signatures on release documents.
  
- 5% +/- 2%
- Testifies in court regarding chain of custody of evidence as necessary.

## Evidence Technician

5% +/- 2%

- Performs related ancillary responsibilities; responds to emails and phone calls; attends trainings and meetings as necessary; assists with training new Evidence Technicians as assigned by the supervisor; may perform basic operability checks on firearms submitted to the laboratory for basic function testing.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or equivalent and one (1) year of experience performing clerical and inventory control duties; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to push, pull, and lift up to 50 lbs.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

## Evidence Technician

- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, law enforcement personnel, other departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory 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

<b>Class Title:</b>	Forensic Scientist 1 - DNA	<b>Class Number:</b>	12231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT H</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

50% +/- 10%

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

25% +/- 10%

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

20% +/- 10%

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

5% +/- 2%

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

## **Forensic Scientist 1 – DNA**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including serology data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, requests for information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.

### **Forensic Scientist 1 – DNA**

- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 – Drug Chemistry	<b>Class Number:</b>	12261
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT I</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 40% +/- 10%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.
  
- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis; records observations; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records.
  
- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
  
- 5% +/- 2%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.



## **Forensic Scientist 1 – Drug Chemistry**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

## **Forensic Scientist 1 – Drug Chemistry**

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 - Fingerprint	<b>Class Number:</b>	12241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT J</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

45% +/- 10%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.

30% +/- 10%

- Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.

15% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

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

## **Forensic Scientist 1 – Fingerprints**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages and perform routine 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 fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

## **Forensic Scientist 1 – Fingerprints**

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 – Firearms and Toolmarks	<b>Class Number:</b>	12281
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT K</b>	

**Classification Function**

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

**Distinguishing Characteristics**

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

**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.**

- 85% +/- 10%
- Uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associates degree in natural/physical science and six (6) months of laboratory experience performing firearm/toolmark evidence analysis; or any equivalent combination of education, training, and experience.

**Additional Requirements**

Competency and annual proficiency testing 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 use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

## **Forensic Scientist 1 – Firearms & Toolmarks**

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 -Toxicology	<b>Class Number:</b>	12251
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT L</b>	

## Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in support of postmortem, human performance, and drug-facilitated crime investigations.

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 55% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis; maintains analysis documentation; enters analytical case results into computer database; compiles case records.
  
- 20% +/- 10%
- Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.
  
- 15% +/- 5%
- Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
  
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed; testifies in court as required.



**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in chemistry, biology, forensic science, or a related field.

**Additional Requirements**

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

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

**Supervisory Responsibilities**

- No supervisory responsibilities.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including instrumental data, proficiency data, toxicology reports, method validation data, charts, graphs, case history information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology texts, journal articles, chemistry books, instrument manuals, and hazardous materials records.
- Ability to prepare training records, competency records, toxicology case records, data analysis reports, method validation reports, toxicology reports, quality control records, daily work logs, departmental memos, and reports, standard operating procedures, and other job-related documents using prescribed formatting and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical/scientific terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

## Forensic Scientist 1 - Toxicology

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, biological diseases, bodily fluids, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 – Trace Evidence	<b>Class Number:</b>	12271
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT M</b>	

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 60% +/- 10%
- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; attends crime scenes with a senior Trace Evidence Forensic Scientist to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 5%
- Prepares and analyzes trace evidence samples; applies instrumental, physical, and chemical techniques in the examination of selected trace evidence sub-disciplines; utilizes scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, and fluorescence microscopes; performs serological analysis and microscopic examinations; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.
- 15% +/- 5%
- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or

## **Forensic Scientist 1 – Trace Evidence**

research projects; assists with providing training to new employees, interns, and visitors as directed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in a chemical, physical, forensic, or biological science; or related field.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

**Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 - DNA	<b>Class Number:</b>	12232
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT N</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 40% +/- 10%
- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer.
  
- 35% +/- 10%
- Documents observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provides opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness; performs administrative and technical review of data, DNA case files, and reports generated by other scientists.
  
- 15% +/- 5%
- Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
  
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; gives presentations; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

**Minimum Training and Experience Required to Perform Essential Job Functions**

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

**Additional Requirements**

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

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

**Physical Requirements**

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

**Supervisory Responsibilities**

- No supervisory responsibilities.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including serology data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS confirmation letters, CODIS data and reports, requests for information, subpoenas, billing invoices, autopsy reports, supply order requests, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Quality Assurance Manuals, Standard Operating Procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, charts, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.

## **Forensic Scientist 2 – DNA**

- Ability to review, evaluate, and revise work product submitted by other team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

## **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Drug Chemistry	<b>Class Number:</b>	12262
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT O</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
  
- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
  
- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
  
- 10% +/- 5%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

## Forensic Scientist 2 – Drug Chemistry

10% +/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Supervisory Responsibilities

- No supervisory responsibilities.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

## **Forensic Scientist 2 – Drug Chemistry**

- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

## **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Fingerprints	<b>Class Number:</b>	12242
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT P</b>	

**Classification Function**

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

**Distinguishing Characteristics**

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

**Essential Job Functions**

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

- 45% +/- 10%
- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questions prints to known standards; maintains logs and records of examinations performed.
  
- 15% +/- 5%
- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.
  
- 15% +/- 5%
- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
  
- 10% +/- 5%
- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.

## Forensic Scientist 2 – Fingerprints

15% +/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### Supervisory Responsibilities

- No supervisory responsibilities.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages and perform routine 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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

## **Forensic Scientist 2 – Fingerprints**

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

## **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Firearms and Toolmarks	<b>Class Number:</b>	12282
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT Q</b>	

**Classification Function**

The purpose of this classification is to examine and interpret firearms and toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

**Distinguishing Characteristics**

This is a journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

**Essential Job Functions**

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

- 65% +/- 10%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 5%
- Reviews/compiles case files and firearm evidence.
- 10% +/- 10%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor of Science degree in natural/physical science and two (2) years of laboratory experience performing firearms and toolmark evidence analysis; or an equivalent combination of education, training, and experience.

**Additional Requirements**

No certifications 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 use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

**Supervisory Responsibilities**

- No supervisory requirements

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

**Environmental Adaptability**

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



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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 - Toxicology	<b>Class Number:</b>	12252
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT R</b>	

### Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in support of postmortem, human performance, and drug-facilitated crime investigations.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 30% +/- 10%
- Documents and records observations and results of toxicological analyses; reviews, analyzes, and compiles data; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; enters analytical case results into computer database; compiles case records; testifies in court as required.
  
- 25% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis.
  
- 15% +/- 5%
- Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.
  
- 15% +/- 5%
- Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

## Forensic Scientist 2 - Toxicology

15% +/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in chemistry, biology, forensic science, or a related field and two (2) years of toxicology analysis experience; or an equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

#### Supervisory Responsibilities

- No supervisory responsibilities.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including instrumental data, proficiency data, toxicology reports, method validation data, charts, graphs, case history information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology texts, journal articles, chemistry books, instrument manuals, and hazardous materials records.

## **Forensic Scientist 2 - Toxicology**

- Ability to prepare training records, competency records, toxicology case records, toxicology unit presentations, data analysis reports, method validation reports, toxicology reports, quality control records, daily work logs, departmental memos, standard operating procedures, and other job-related documents using prescribed formatting and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work products submitted by lower level team members.
- Ability to use and interpret legal and medical/scientific terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, biological diseases, bodily fluids, and bright or dim lights.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Trace Evidence	<b>Class Number:</b>	12272
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT S</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 30% +/- 10%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, physical matching, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 15% +/- 5%
- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 5%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 5%
- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

Effective Date: 07.28.2014  
Last Modified: 11.14.2018

## Forensic Scientist 2 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed; testifies in court of law as an expert witness.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### Supervisory Responsibilities

- No supervisory responsibilities.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

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

Effective Date: 07.28.2014  
Last Modified: 11.14.2018

## **Forensic Scientist 2 – Trace Evidence**

- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare proficiency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 - DNA	<b>Class Number:</b>	12233
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT T</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

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



## Forensic Scientist 3 – DNA

5%+/- 2%

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

15%+/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

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

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Supervisory Responsibilities

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

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

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

Established: 7.28.2014  
Last Modified: 3.29.2019

## Forensic Scientist 3 – DNA

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

### Environmental Adaptability

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Drug Chemistry	<b>Class Number:</b>	12263
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT U</b>	

## Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 40% +/- 10%
- Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

## Forensic Scientist 3 – Drug Chemistry

5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Supervisory Responsibilities

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

#### Mathematical Ability

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

## Forensic Scientist 3 – Drug Chemistry

### 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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### Environmental Adaptability

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Fingerprint	<b>Class Number:</b>	12243
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT V</b>	

## Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

## Distinguishing Characteristics

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

## Essential Job Functions

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

30% +/- 10%

- Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.

15% +/- 5%

- Prepares and analyzes fingerprint evidence; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.

15% +/- 5%

- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Firearms & Toolmarks	<b>Class Number:</b>	12283
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Medical Examiner’s Office	<b>EXHIBIT W</b>	

**Classification Function**

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

**Distinguishing Characteristics**

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met. This is a dedicated position in some laboratories.

**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%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 10%
- Reviews/compiles case files and firearm evidence; testifies as firearm expert witness in court as required.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

## Forensic Scientist 3 – Firearms & Toolmarks

5% +/- 2%

- Ensures overall quality of results; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use.

5% +/- 2%

- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.

5% +/- 2%

- Communicates with attorneys and law enforcement personnel regarding scientific analysis; Prepares for court testimony and testifies in court as an expert witness.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field, presents results of research at national meetings, and publishes in peer-reviewed scientific journals.

5% +/- 2%

- Performs other duties as assigned by the Laboratory Supervisor.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Natural/Physical Science, Forensic Science, or related field and five (5) years of laboratory experience performing firearm and toolmark comparisons and analysis; or an equivalent combination of education, training, and experience.

### Additional Requirements

No certifications 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 use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.

Established: March 1, 2017

### **Forensic Scientist 3 – Firearms & Toolmarks**

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 - Toxicology	<b>Class Number:</b>	12253
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT X</b>	

## Classification Function

The purpose of this classification is to serve as the team lead in the toxicological analysis of biological specimens; and to testify in court to the results of toxicological analyses as required.

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 30% +/- 10%
- Serves as lead worker in the toxicology unit; fills in for supervisory staff during absences; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring toxicology unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment, instrumentation, and analytical methods.
- 20% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis.
- 20% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles data; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; enters analytical case results into computer database; compiles case records; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

## Forensic Scientist 3 - Toxicology

10% +/- 5%

- Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

5% +/- 2%

Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.

15% +/- 5%

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

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in chemistry, biology, forensic science, or a related field and five (5) years of toxicology analysis experience; or an equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

#### Supervisory Responsibilities

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

#### Mathematical Ability

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

## Forensic Scientist 3 - Toxicology

### 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 instrumental data, proficiency data, toxicology reports, method validation data, charts, graphs, case history information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology texts, journal articles, chemistry books, instrument manuals, and hazardous materials records.
- Ability to prepare training records, competency records, toxicology case records, toxicology unit presentations, data analysis reports, method validation reports, toxicology reports, pre-court testimony, quality control records, daily work logs, departmental memos, standard operating procedures, and other job-related documents using prescribed formatting and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical/forensic terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, biological diseases, bodily fluids, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Trace Evidence	<b>Class Number:</b>	12273
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT Y</b>	

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 20% +/- 10%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
  
- 20% +/- 10%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
  
- 15% +/- 10%
- Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

## Forensic Scientist 3 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

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

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).



## **Forensic Scientist 3 – Trace Evidence**

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Laboratory Technician- Toxicology	<b>Class Number:</b>	12191
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT Z</b>	

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

## Laboratory Technician

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

10% +/- 5%

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

5% +/- 2%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

## Laboratory Technician

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

### **Environmental Adaptability**

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

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: June 3, 2022

TO: Cuyahoga County Council President Pernel Jones Jr.  
 Nan Baker, Chairwoman, Human Resources, Appointments & Equity  
 Committee  
 Council Members, Human Resources, Appointments & Equity  
 Committee

FROM: Thomas Colaluca, Chairman  
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on June 1, 2022, 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:

<b>PROPOSED REVISED CLASSIFICATIONS</b>			
<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Building Rehabilitation Specialist 19011	7A Non-Exempt	7A Non-Exempt (No Change)	Development
Information Technology Service Management Analyst 16081	8B Non-Exempt	9B Non-Exempt	Information technology
Senior Staff Auditor 11132	13A Exempt	14A Exempt	Internal Audit

Staff Auditor 11131	10A Exempt	11A Exempt	Internal Audit
Supervisor, Building Rehabilitation Specialist 19012	9A Exempt	9A Exempt (No Change)	Development
Supervisor, Geriatric Behavioral Health Nurse 17051	11A Exempt	11A Exempt (No Change)	Senior & Adult Services

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Evidence Technician	12171	5A Non-Exempt	Medical Examiner
Forensic Scientist 1 – DNA	12231	10A Exempt	Medical Examiner
Forensic Scientist 1 – Drug Chemistry	12261	10A Exempt	Medical Examiner
Forensic Scientist 1 – Fingerprint	12241	10A Exempt	Medical Examiner
Forensic Scientist 1 – Firearms and Toolmarks	12281	10A Exempt	Medical Examiner
Forensic Scientist 1 – Toxicology	12251	10A Exempt	Medical Examiner
Forensic Scientist 1 – Trace Evidence	12271	10A Exempt	Medical Examiner
Forensic Scientist 2 – DNA	12232	11A Exempt	Medical Examiner
Forensic Scientist 2 – Drug Chemistry	12262	11A Exempt	Medical Examiner
Forensic Scientist 2 – Fingerprint	12242	11A Exempt	Medical Examiner
Forensic Scientist 2 – Firearms and Toolmarks	12282	11A Exempt	Medical Examiner
Forensic Scientist 2 – Toxicology	12252	11A Exempt	Medical Examiner
Forensic Scientist 2 – Trace Evidence	12272	11A Exempt	Medical Examiner
Forensic Scientist 3 – DNA	12233	13A Exempt	Medical Examiner
Forensic Scientist 3 – Drug Chemistry	12263	13A Exempt	Medical Examiner
Forensic Scientist 3 – Fingerprint	12243	13A Exempt	Medical Examiner
Forensic Scientist 3 – Firearms and Toolmarks	12283	13A Exempt	Medical Examiner
Forensic Scientist 3 – Toxicology	12253	13A Exempt	Medical Examiner
Forensic Scientist 3 – Trace Evidence	12273	13A Exempt	Medical Examiner

Laboratory Technician- Toxicology	12191	5A Non-Exempt	Medical Examiner
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cc: Deborah Southerington, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive

Joseph Nanni, Council Chief of Staff  
Sheba Marshall, Interim HR Director  
Andria Richardson, Clerk of Council  
Kelli Neale, Program Officer 4

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
19011	<b>Building Rehabilitation Specialist</b>	Development	Non-Exempt	7A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
19011	<b>Building Rehabilitation Specialist</b>	Development	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Robert Given, Supervisor, Building Rehabilitation Specialist	3/18/2022	Email	Asked questions
Robert Given, Supervisor, Building Rehabilitation Specialist	4/6/2022	Teams Video Meeting	Minimum Qualifications clarification
Robert Given, Supervisor, Building Rehabilitation Specialist	4/19/2022	Email	Sent class spec draft
Jim Battigaglia, Archer Consultant	5/10/2022	Email	Pay grade evaluation

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16081	Information Technology Service Management Analyst	Information Technology	Non-Exempt	8B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16081	Information Technology Service Management Analyst	Information Technology	Non-Exempt	9B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, mathematical ability, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 8B to 9B.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 8B: \$52,832.00– \$73,964.80 PG 9B: \$57,054.40– \$79,872.00 One employee falls below the new pay grade. Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Alan Kilgore Administrator, Infrastructure and Operations	5/6/2022	Email	Sent class spec draft
Jim Battigaglia, Archer Consultant	5/23/2022	Email	Pay grade evaluation
Alan Kilgore Administrator, Infrastructure and Operations	5/25/2022	Email	Inform about pay grade increase
Jeremy Mio, Information Security Officer	5/25/2022	Email	Inform about pay grade increase
Andy Johnson, Chief Information Officer	5/25/2022	Email	Inform about pay grade increase

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11132	Senior Staff Auditor	Internal Audit	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11132	Senior Staff Auditor	Internal Audit	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, distinguishing characteristic, and minimum qualifications. A Technology Requirements section was added. Pay Grade increased from 13A to 14A.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Internal Audit
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<b>Fiscal Impact:</b>	PG 13A: \$62,961.60 – \$88,129.60 PG 14A: \$66,081.60 – \$92,539.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Joshua Ault, Manager, Internal Audit	5/10/2022	Email	Sent class spec draft
Joshua Ault, Manager, Internal Audit	5/18/2022	Email	Answer Questions
Monica Houston Director, Internal Audit	5/18/2022	Email	Ask Question
Jim Battigaglia, Archer Consultant	5/20/2022	Email	Pay grade evaluation
Joshua Ault, Manager, Internal Audit	5/25/2022	Email	Inform about pay grade increase
Monica Houston Director, Internal Audit	5/25/2022	Email	Inform about pay grade increase

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11131	Staff Auditor	Internal Audit	Exempt	10A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11131	Staff Auditor	Internal Audit	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 10A to 11A.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Internal Audit
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<b>Fiscal Impact:</b>	PG 10A: \$53,601.60 – \$74,984.00 PG 11A: \$56,617.60 – \$79,372.80 Two employees fall below the new pay grade. Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Joshua Ault, Manager, Internal Audit	5/10/2022	Email	Sent class spec draft
Joshua Ault, Manager, Internal Audit	5/18/2022	Email	Answer Questions
Jim Battigaglia, Archer Consultant	5/20/2022	Email	Pay grade evaluation
Joshua Ault, Manager, Internal Audit	5/25/2022	Email	Inform about pay grade increase
Monica Houston Director, Internal Audit	5/25/2022	Email	Inform about pay grade increase

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19012	Supervisor, Building Rehabilitation Specialist	Development	Exempt	9A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19012	Supervisor, Building Rehabilitation Specialist	Development	Exempt	9A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Sara Parks-Jackson, Deputy Director, Housing and Community Development	3/18/2022	Email	Asked questions
Sara Parks-Jackson, Deputy Director, Housing and Community Development	4/19/2022	Email	Sent class spec draft
Sara Parks-Jackson, Deputy Director, Housing and Community Development	5/9/2022	Email	Reminder
Jim Battigaglia, Archer Consultant	5/10/2022	Email	Pay grade evaluation

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17051	Supervisor, Geriatric Behavioral Health Nurse	Senior and Adult Service	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17051	Supervisor, Geriatric Behavioral Health Nurse	Senior and Adult Service	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, distinguishing characteristic, and physical requirements. A Technology Requirements section was added. No change to pay grade or FSLA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Senior and Adult Service
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Natasha Pietrocola Administrator, Social Program 5	3/8/2022	Email	Sent class spec draft
Natasha Pietrocola Administrator, Social Program 5	4/12/2022	Email	Reminder
Natasha Pietrocola Administrator, Social Program 5	4/26/2022	Email	Final Reminder
Jim Battigaglia, Archer Consultant	5/20/2022	Email	Pay grade evaluation

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12171	Evidence Technician	Medical Examiner's Office	Non-Exempt	5A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12231	Forensic Scientist 1 - DNA	Medical Examiner's Office	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12261	<b>Forensic Scientist 1 – Drug Chemistry</b>	<b>Medical Examiner’s Office</b>	<b>Exempt</b>	<b>10A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner’s Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12241	<b>Forensic Scientist 1 – Fingerprint</b>	<b>Medical Examiner's Office</b>	<b>Exempt</b>	<b>10A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12281	Forensic Scientist 1 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Seven (7)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12251	<b>Forensic Scientist 1 – Toxicology</b>	<b>Medical Examiner's Office</b>	<b>Exempt</b>	<b>10A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12271	Forensic Scientist 1 – Trace Evidence	Medical Examiner's Office	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12232	Forensic Scientist 2 - DNA	Medical Examiner's Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Seven (7)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12262	<b>Forensic Scientist 2 – Drug Chemistry</b>	<b>Medical Examiner’s Office</b>	<b>Exempt</b>	<b>11A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Six (6)
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<b>Dept.(s) Affected:</b>	Medical Examiner’s Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12242	Forensic Scientist 2 – Fingerprint	Medical Examiner's Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12282	Forensic Scientist 2 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12252	Forensic Scientist 2 – Toxicology	Medical Examiner's Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12272	Forensic Scientist 2 – Trace Evidence	Medical Examiner's Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12233	Forensic Scientist 3 - DNA	Medical Examiner's Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12263	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12243	Forensic Scientist 3 – Fingerprint	Medical Examiner's Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12283	Forensic Scientist 3 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12253	Forensic Scientist 3 – Toxicology	Medical Examiner's Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12273	Forensic Scientist 3 – Trace Evidence	Medical Examiner's Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12191	Laboratory Technician-Toxicology	Medical Examiner's Office	Non-Exempt	5A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee and Labor Relations Specialist 1
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<b>Management Contact(s):</b>	N/A
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Posted: 5/26/2022  
Meeting: 6/1/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>REVISED</u></b>					
Building Rehabilitation Specialist	19011	7A Non-Exempt	7A Non-Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.
Information Technology Service Management Analyst	16081	8B Non-Exempt	9B Non-Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, mathematical ability, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 8B to 9B.
Senior Staff Auditor	11132	13A Exempt	14A Exempt	Internal Audit	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, distinguishing characteristic, and minimum qualifications. A Technology Requirements section was added. Pay Grade increased from 13A to 14A.
Staff Auditor	11131	10A Exempt	11A Exempt	Internal Audit	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 10A to 11A.
Supervisor, Building Rehabilitation Specialist	19012	9A Exempt	9A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.
Supervisor, Geriatric Behavioral Health Nurse	17051	11A Exempt	11A Exempt (No Change)	Senior & Adult Services	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, distinguishing characteristic, and physical requirements. A Technology Requirements section was added. No change to pay grade or FSLA status.



<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	<b>Rationale</b>
Evidence Technician 12171	5A Non-Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 1 – DNA 12231	10A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 1 – Drug Chemistry 12261	10A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 1 – Fingerprint 12241	10A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 1 – Firearms and Toolmarks 12281	10A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 1 – Toxicology 12251	10A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 1 – Trace Evidence 12271	10A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 2 – DNA 12232	11A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 2 – Drug Chemistry 12262	11A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 2 – Fingerprint 12242	11A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 2 – Firearms and Toolmarks 12282	11A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 2 – Toxicology 12252	11A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 2 – Trace Evidence 12272	11A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 3 – DNA 12233	13A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 3 – Drug Chemistry 12263	13A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Forensic Scientist 3 – Fingerprint 12243	13A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 3 – Firearms and Toolmarks 12283	13A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 3 – Toxicology 12253	13A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Forensic Scientist 3 – Trace Evidence 12273	13A Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Laboratory Technician-Toxicology 12191	5A Non-Exempt	Medical Examiner	Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0177

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment and reappointment of various individuals to serve on The MetroHealth System Board of Trustees for various terms; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

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

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

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

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

WHEREAS, the County Executive has nominated Terence Monnolly to be reappointed to The MetroHealth System Board of Trustees for the six-year term March 7, 2022 through March 6, 2028; and

WHEREAS, the County Executive has nominated John Moss to be reappointed to The MetroHealth System Board of Trustees for the six-year term March 7, 2022 through March 6, 2028; and

WHEREAS, the County Executive has nominated John R. Corlett to serve on The MetroHealth System Board of Trustees for the unexpired term ending March 31, 2026, replacing Brenda Kirk; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Terence Monnelly and John Moss to The MetroHealth System Board of Trustees for the six-year term March 7, 2022 through March 6, 2028.

**SECTION 2.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of John R. Corlett to serve on The MetroHealth System Board of Trustees for the unexpired term ending March 31, 2026.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

**SECTION 4.** 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 Mr. Gallagher, seconded by Mr. Miller, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 21, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 2022



June 9, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: MetroHealth System Board of Trustees

Dear President Jones:

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

Reappointment

- **Terence Monnolly**, 6-year term, 03/07/2022 – 03/06/2028
  - Currently resides in Westlake (Cuyahoga County)
  - Currently serves on the following board(s)/commission(s): MetroHealth System Board of Trustees
- **John Moss**, 6-year term, 03/07/2022 – 03/06/2028
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following board(s)/commission(s): MetroHealth System Board of Trustees; Board of Income Tax Review for the City of Cleveland; and Cuyahoga County Democratic Party

New Appointment

- **John R. Corlett**, unexpired term ending 03/31/2026
  - Replacing Brenda Kirk
  - Currently resides in Lakewood (Cuyahoga County)
  - Currently serves on the following board(s)/commission(s): Woodruff Foundation; Centers/Circle Health; First Year Cleveland; Governor's Advisory Council for Aging; Lakewood Community Service Center; and United Way of Greater Cleveland

Candidates for this board shall:

1. "Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"
2. "...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas

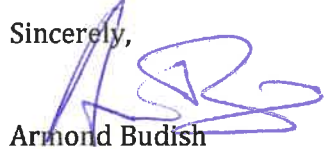
The candidates have been jointly selected by the County Executive and the Judge, "of the most senior in point service" for the Common Pleas Court (the Honorable Daniel Gaul) and for the Probate Courts (the Honorable Anthony Russo). Correspondence from the Honorable Daniel Gaul and the Honorable Anthony Russo in support of these nominations are attached.

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

This board is not compensated. There are 14 candidates on file for this position.

For your review, I have attached the resumes submitted by the candidates. Should you or any of your colleagues have any questions, please feel free to contact Jeane' Holley (216) 698-2544. I thank you for your assistance.

Sincerely,



Armond Budish  
Cuyahoga County Executive

**RESUME**  
**John R. Corlett**

**EXPERIENCE**

**2014 – Present                    PRESIDENT AND EXECUTIVE DIRECTOR, THE CENTER FOR COMMUNITY SOLUTIONS (CLEVELAND, OH)**

I serve as the leader of a 107-year-old Cleveland organization whose mission is to improve health, social, and economic conditions through non-partisan research, policy analysis, communications, and advocacy. I lead a team of talented diverse team of 17 colleagues at offices in Cleveland and Columbus. Since rejoining Community Solutions, I refocused the organization's work on six key policy issues and this included the establishment of a Center for Medicaid Policy. I also reestablished relationships with key funders and community partners and have produced positive financial results for the organization for five years in a row. Other major initiatives have included the development and implementation of a new communications plan, a reinvigorated annual celebration of human services, building a robust consulting practice, and dramatically increasing research, analytical, and advocacy material generated by Community Solutions own professional staff. Our weekly e-newsletter, 5 Things You Need to Know, is received by nearly 5,000 individuals every week. I am regularly called upon to advise policy makers, the media, non-profit leaders, and others on many of the key issues facing our community, and our state. This includes serving on several foundation, and community boards.

**2010- 2014                        VICE PRESIDENT, GOVERNMENT RELATIONS AND COMMUNITY AFFAIRS, THE METROHEALTH SYSTEM (CLEVELAND, OH)**

I created and directed MetroHealth's government relations and community affairs department which includes managing MetroHealth's relationships with policy makers at the local, state and federal level, a community health advocacy project, and inclusion and diversity programs. I serve as MetroHealth's primary Medicaid and health care reform policy resource. I serve on the Executive Committee of the Hospital as well as number of other internal committees and workgroups.

Accomplishments included developing and obtaining approval for a Medicaid demonstration project that resulted in 38,000 uninsured, low income Cuyahoga County residents obtaining Medicaid coverage in 2013 and bringing greater financial stability to MetroHealth's network of urban ambulatory health centers. I worked with Neighborhood Progress, Inc. to initiate a broad-based West 25th Street revitalization project that seeks to restore the West 25th Street corridor. I led MetroHealth's efforts to arrange public financing for its campus transformation efforts. I initiated an aggressive policy maker outreach effort which included securing U.S. Senator Sherrod Brown to attend MetroHealth's first ever physician summit, as well as having MetroHealth host an Ohio Senate Committee hearing. I served as Co-Chair of the Health Improvement Partnership Cuyahoga (HIP-Cuyahoga), and represented MetroHealth with America's Essential Hospitals, at community events and activities, and helped direct charitable sponsorships in the community.

**2007-2009                        MEDICAID DIRECTOR, STATE OF OHIO (COLUMBUS, OH)**

I served as the Director of the Office of Ohio Health Plans which is Ohio's Medicaid program within the Ohio Department of Job and Family Services. Ohio's when Medicaid expenditures were over 12 billion dollars annually and provided comprehensive health care coverage for more than 2 million Ohioans.



Services are provided through both a managed care and a fee for service delivery system. The program managed relationships with over 60,000 providers and processed over 60 million claims a year. The Medicaid program had approximately 380 staff.

During my tenure as Director, I oversaw the implementation of the 2008-2009 budget and led successful efforts to pass the Medicaid portion of the 2010-2011 state budget. Medicaid accounts for nearly 40% of the state's budget. Implementation and or passage of a state Medicaid budget requires extensive interaction with the Governor's Office, the Ohio General Assembly, the federal government, cabinet agencies, stakeholders, and the media. I testified regularly before the legislature, consulted with legislative leadership, and successfully negotiated on behalf of the Governor's Medicaid priorities.

Significant accomplishments included successful implementation of Medicaid eligibility expansions for pregnant women, children, children transitioning from foster care, and persons with disabilities. In addition, I focused the agency on efforts to improve services for children through expanded early childhood screenings, establishment of a Medicaid schools' program, and improvements in our Medicaid managed care program. Another key initiative was to reduce red tape for Medicaid applicants through the elimination of unnecessary face to face visits, creation of an electronic application gateway via the Benefit Bank, and development of an automated method to reconnect formerly institutionalized persons to the Medicaid program. Controlling costs is a primary responsibility of any State Medicaid Director. Under my leadership the program achieved record-setting results in cost avoidance and third-party liability, this accomplishment recognized by the Governor and the media. I served as the chair of the national technical assistance group focused on controlling costs, led a successful effort to expand Ohio's preferred drug list to include certain atypical anti-psychotics, and secured passage of a new hospital franchise fee that supported the overall Medicaid program. The Medicaid program came in under budget in both state fiscal years 2008 and 2009 despite a rapidly growing caseload.

**1999-2007 SENIOR FELLOW AND DIRECTOR OF PUBLIC POLICY, THE CENTER FOR COMMUNITY SOLUTIONS (CLEVELAND, OH)**

I created and directed an eight-member, multi-disciplinary, and talented public policy and advocacy team. The team worked on a bipartisan basis on several complex issues, including tax and fiscal policy, health care, early care and education, primary and secondary education and welfare reform. As team leader, my responsibilities included identifying issues and strategic opportunities, leading efforts to raise more than a million dollars annually and achieving measurable results.

I served as chair of the statewide human services coalition, and as co-chair of a statewide budget coalition. I am an excellent communicator and have spoken to groups across the State of Ohio and around the country on several topics. I was frequently called upon by reporters to comment on relevant policy issues. While at the Center, I was the author of articles, presentations, reports, and analyses on state and federal policy issues. I authored a report for the Brookings Institution on the implementation of welfare reform in Ohio.

While at Community Solutions, I managed a successful statewide campaign against a Tax and Expenditure Limitation constitutional amendment and served as campaign manager of the winning 1999 Cuyahoga Health and Human Services ballot issue. In 2000 I served as a health care policy fellow in the Washington, D.C. offices of then Congressman Sherrod Brown.

**1996-1999      DIRECTOR OF GOVERNMENT RELATIONS, THE CENTER FOR FAMILIES AND CHILDREN**

I developed and maintained relationships with key governmental decision makers and provided leadership in community problem solving efforts. I developed policy positions on health and social welfare issues with staff, trustee, and community input, and helped create coalitions to advocate for the adoption of those policies. Significant accomplishments included leading a successful grassroots lobbying effort to secure \$7 million in first time state funding for an Ohio HIV Drug Assistance Program and coordinating a national fatherhood conference in conjunction with the William J. and Dorothy K. O'Neill Foundation. In 1998, I served as manager of a successful Cuyahoga County Health and Human Services ballot issue. In just 90 days I implemented a record-breaking fundraising effort and created a field campaign that mobilized 400 volunteers.

**EDUCATION**      Graduated with honors with a Bachelors Degree of Specialized Studies from Ohio University in 1981. Upon graduation I was selected as one of Ohio University's four outstanding senior leaders.

**AWARDS**

Community Health Superstar Award, Neighborhood Family Practice, 2017  
Advocate of the Year, Greater Cleveland Food Bank, 2017  
Community Champion Award, NorthCoast Health, 2015  
Community Partner of the Year, Care Alliance, 2014  
Leadership Through Advocacy Award, Ohio Hospital Association, 2013  
City of Cleveland LGBT Legacy Award for Healthcare, 2011  
Outstanding Alumni, University College, Ohio University, 2009  
Child Advocate of the Year, Public Children's Services Association of Ohio 2007  
Friend of Public Education Award, Ohio Federation of Teachers Award, 2005  
Leadership Award, Human Rights Campaign Fund Cleveland Dinner Committee, 2003  
Advocate of the Year, Ohio Association of Area Agencies on Aging, 2003

**SELECTED BOARD AND COMMITTEE SERVICE (current affiliations in bold)**

**Circle Health Services, Board of Directors**  
**Woodruff Foundation, Board of Directors**  
**United Way of Greater Cleveland, Board of Directors**  
**Ohio Advisory Council for Aging, Gubernatorial Appointee**

AIDS Funding Collaborative, Board  
Center for Health Affairs, Board of Trustees Cleveland Foodbank, Board of Trustees  
Arts Cleveland, Board of Directors  
Cuyahoga County Community Mental Health Board, Board of Trustees  
Greater Cleveland Food Bank, Board of Directors  
Have A Heart Ohio, Chairperson  
Planned Parenthood of Greater Cleveland, Board of Trustees  
Policy Matters Ohio, Board of Trustees  
St. Luke's Foundation, Board of Directors  
Zygote Press, Board of Trustees

John Corlett was appointed President and Executive Director of The Center for Community Solutions in December, 2014. He is the 15<sup>th</sup> leader of the Cleveland based organization in its 108-year history. The Center for Community Solutions is a nonprofit, non-partisan think tank focused on solutions to health, social, and economic issues.

Prior to joining The Center, he was the Vice President of Government Relations and Community Relations for The MetroHealth System. Among other accomplishments, he led an effort to develop and obtain local, state and federal support for a Medicaid demonstration waiver that resulted in nearly 36,000 uninsured adults obtaining Medicaid coverage one year prior to the State of Ohio expanding Medicaid in 2014.

John served as State Medicaid Director under Ohio Governor Ted Strickland and administered program covering more than 2 million Ohioans with a budget of over \$12 billion dollars annually. Under John's leadership the program successfully expanded coverage for pregnant women, children, and persons with disabilities. Other accomplishments include managing two successful Cuyahoga County health and human service levy campaigns, and serving as a health care fellow in the offices of then Congressman Sherrod Brown.

John is a resident of the City of Lakewood. He serves on the boards of First Year Cleveland, the Centers for Families and Children, the United Way of Greater Cleveland, the Woodruff Foundation and is a gubernatorial appointee to the Ohio Advisory Committee for the Department of Aging. He is a graduate of Ohio University and has been the recipient of many state, regional and local awards.

DiGioia-Suburban Excavating, LLC  
Resume of Key Construction Personnel

Employee:                      Name                      TERRY MONNOLLY  
   Address                      

Current Job Title:                      PRESIDENT

Construction Operations  
Education/Training:

Education:                      School                      JOHN CARROLL UNIVERSITY  
   Major                      PRE-ENGINEERING  
   Yr. Graduated        1966-1967

   School                      CLEVELAND STATE UNIVERSITY  
   Major                      BACHELOR OF CIVIL ENGINEERING  
   Yr. Graduated        1967-1970

Certifications:                      Certificate                      EIT  
   Year                      1970

Employment History

Company                      STANDARD OIL COMPANY (OHIO)  
Years Worked                      1970-1976  
Position                      CONSTRUCTION ENGINEER

Company                      COMMERCE CONSTRUCTION  
Years Worked                      1976-1980  
Position                      VICE PRESIDENT

Company                      BELU & SON PAVING, INC.  
Years Worked                      1980-1982  
Position                      VICE PRESIDENT

Company                      SUBURBAN EXCAVATORS, INC.  
Years Worked                      1982-2012  
Position                      PRESIDENT

Served on the Board of Trustees at Metro Health 2005-Present  
Served on the Board of Franciscan Friars (St. Louis) 1985-2005

# John Moss

## EXPERIENCE

### **Senior Vice President, Financial Advisor**

**2016 - Present**

**UBS, Cleveland, Ohio**

- Manage Individuals' Assets that total over two hundred seventy million dollars

### **Vice President, Financial Advisor**

**1993 - 2016**

**Merrill Lynch, Cleveland, Ohio**

- Manage Individuals' Assets that total over one hundred eighty million dollars

### *Field Engineer and Cost Analyst*

**1987 - 1992**

**Turner Construction Company, Cleveland, Ohio**

- Monitored one hundred million dollars of construction projects' budgets

### *Substitute Teacher*

**1985 -1986**

**Chicago School Board, Chicago, Illinois**

- Taught in the inner city of Chicago

## EDUCATION

**1987**

**University of Akron, Akron, Ohio**

- M.B.A. in Finance

**1983**

**Miami University, Oxford, Ohio**

- B.A. in History

## BOARDS AND COMMUNITY INVOLVEMENT

**2018- Present, Board of Income Tax Review for the City of Cleveland**

**2010- Present, Metro Hospital Board of Trustees, Chair of the Finance Committee**

**2007- 2010, Metro Hospital Foundation Board**

**2005 — 2007, Board of Trustees for the Cleveland Municipal School District**

**2007-2010, Chair of the H.S. Shakespeare Competition**

**2007- 2009- Board of Trustees for the Friends of the Library**

**2005-2006 - Board of Trustees and Treasurer of the English Speaking Union**

**1997- 2007 — Board of Trustees for the Cleveland Art Association. Vice President 2002-2004.**

**2004& 2005 - Co-Chair of Tremont House Tour**

**2002 - 2005**

- **Board of Trustees Cleveland Public Library**  
**Vice President in 2005**

**1998-2003**

- **Democratic Ward Leader. Ward 13, City of Cleveland**

**1999 - present. Executive Committee of Democratic party**

**1991- present Precinct Committee of Democratic party**

- **A member of the Ethics Committee at Metro Hospital**

**1992-1996**

- **Board of Trustees and Treasurer of The City Club of Cleveland**

**1990 -1993**

- **Board of Trustees Tremont West Development Corporation**

## PERSONAL



April 21, 2022

Judge Daniel Gaul  
Cuyahoga County Common Pleas Court  
1200 Ontario Street  
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Gaul,

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

- **John R. Corlett (replacing Brenda Kirk)**

Candidates for this board shall:

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

Mr. Corlett's resume is attached for your review and meets the qualifications to serve on this board.

Thank you for your consideration of this appointment. Should you have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,

Armond Budish  
County Executive

Approved:

  
Judge Daniel Gaul



Cuyahoga County  
Together We Thrive

Armond Budish  
Cuyahoga County Executive

April 21, 2022

Judge Daniel Gaul  
Cuyahoga County Common Pleas Court  
1200 Ontario Street  
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Gaul,

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

- **Terence Monnolly**

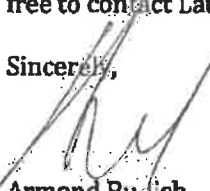
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Sincerely,

  
Armond Budish  
County Executive

Approved:

  
Judge Daniel Gaul





Cuyahoga County  
Together We Thrive

**Armond Budish**  
Cuyahoga County Executive

April 21, 2022

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Cuyahoga County Common Pleas Court  
1200 Ontario Street  
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Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for reappointment to the MetroHealth System Board of Trustees:

- **John Moss**

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Mr. Moss' resume is attached for your review and meets the qualifications to serve on this board.

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Sincerely,

  
Armond Budish  
County Executive

Approved:

  
Judge Daniel Gaul





April 21, 2022

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

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

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

- **John R. Corlett (replacing Brenda Kirk)**

Candidates for this board shall:

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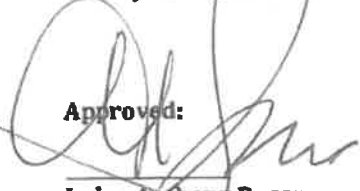
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Armond Budish  
County Executive

Approved:

  
Judge Anthony Russo



April 21, 2022

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Probate Court of Cuyahoga County  
1 Lakeside Avenue  
Cleveland, OH 44113

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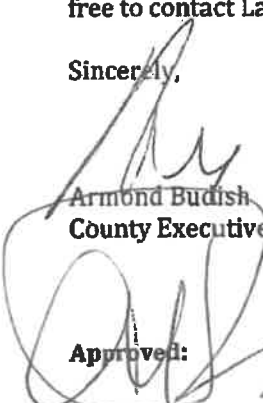
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Sincerely,

  
Armond Budish  
County Executive

Approved:

  
Judge Anthony Russo



Cuyahoga County  
Together We Thrive

Armond Budish  
Cuyahoga County Executive

April 21, 2022

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

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Sincerely,

  
Armond Budish  
County Executive

Approved:

  
Judge Anthony Russo



Attendance record of Terrence Monnolly and John Moss from 2016 - 2022

	1/27/2016		3/23/2016	4/27/2016	6/22/2016	7/27/2016	8/19/2016	9/28/2016	10/26/2016	11/9/2016	12/21/2016	
Terrance Monnolly		X	X	X	X	X	X	X	X	X	X	90%
John Moss	X			X		X	X	X			X	60%

	1/25/2017	2/22/2017	3/20/2017	4/26/2017	5/24/2017	6/28/2017	7/26/2017	9/27/2017	10/25/2017		12/20/2017	
Terrance Monnolly	X	X	X	X		X	X	X	X			80%
John Moss	X		X	X		X	X	X	X		X	80%

	1/24/2018		3/28/2018		5/23/2018		7/25/2018	9/26/2018	10/24/2018	11/28/2018		
Terrance Monnolly		X	X		X			X	X	X		71%
John Moss	X		X		X		X		X	X		86%

	1/23/2019		3/27/2019		5/22/2019		7/24/2019	9/25/2019	10/23/2019	11/20/2019		
Terrance Monnolly	X		X		X		X	X	X	X		100%
John Moss	X				X		X	X	X	X		86%

	1/22/2020		3/25/2020		5/28/2022		7/22/2020		10/28/2020		12/16/2020	
Terrance Monnolly		X	X		X				X		X	67%
John Moss	X		X		X		X		X		X	100%

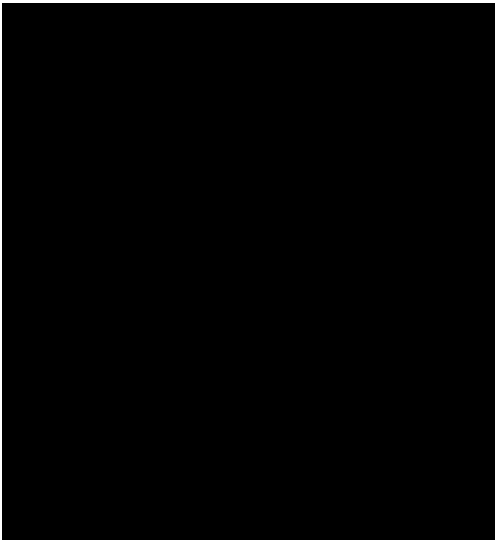
	1/27/2021		3/24/2021		5/26/2021	6/23/2021		8/25/2021	10/27/2021	11/22/2021		
Terrance Monnolly	X				X	X		X	X	X		86%
John Moss	X		X		X			X	X			71%

	1/26/2022	2/23/2022	3/23/2022	5/2/2022								100%
Terrance Monnolly	X	X	X	X								100%
John Moss	X	X	X	X								

Aug. 4th 2021	MetroHealth System Board of Trustees	Ezelle Walker
July 1st 2019	MetroHealth System Board of Trustees	Brenda Kirk
July 5th 2019	MetroHealth System Board of Trustees	Bernie Moreno
Nov. 10th 2020	MetroHealth System Board of Trustees	Deborah Hill
Feb. 1st 2021	MetroHealth System Board of Trustees	Inajo Chappell
Feb. 26th 2021	MetroHealth System Board of Trustees	Christopher Petek
March 30th 2021	MetroHealth System Board of Trustees	John Hairston
Oct. 26th 2021	MetroHealth System Board of Trustees	Donna Weinberger
Dec. 14th 2021	MetroHealth System Board of Trustees	Darlene White
Dec. 15th 2021	MetroHealth System Board of Trustees	John Corlett
Jan. 31st 2022	MetroHealth System Board of Trustees	Sharon Mackel
Feb. 14th 2022	MetroHealth System Board of Trustees	Brandon Chrostowski
April 11th 2022	MetroHealth System Board of Trustees	Terence (Terry) Monnolly
April 15th 2022	MetroHealth System Board of Trustees	John Moss

# Get Your Voting Information

- **Voter**
- JOHN R. CORLETT

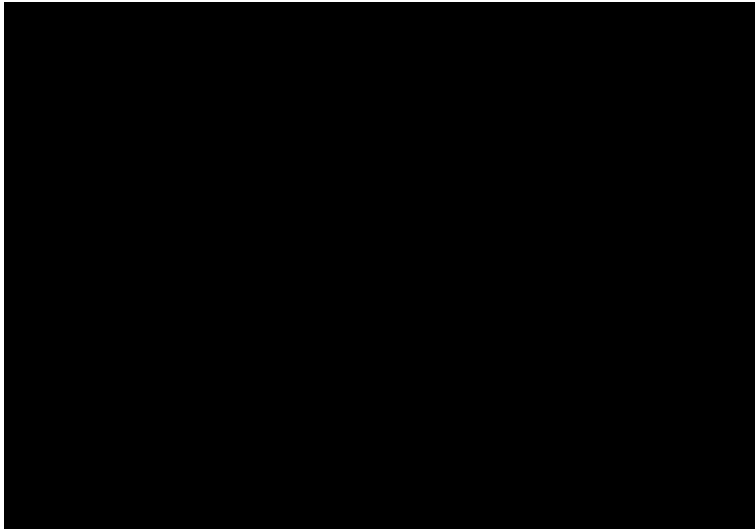


## District

- - CONGRESSIONAL DISTRICT 11
- - COUNTY COUNCIL DISTRICT 02
- - HOUSE DISTRICT 13
- - LAKEWOOD CSD -TAX ID # 1817
- - LAKEWOOD LIBRARY DISTRICT
- - LAKEWOOD MUNI COURT DISTRICT
- - LAKEWOOD WARD 1
- - METROPARKS DISTRICT
- - STATE BOARD OF EDU DISTRICT 11
- - STATE SENATE DISTRICT 23

# Get Your Voting Information

- **Voter**
- TERENCE J. MONNOLLY

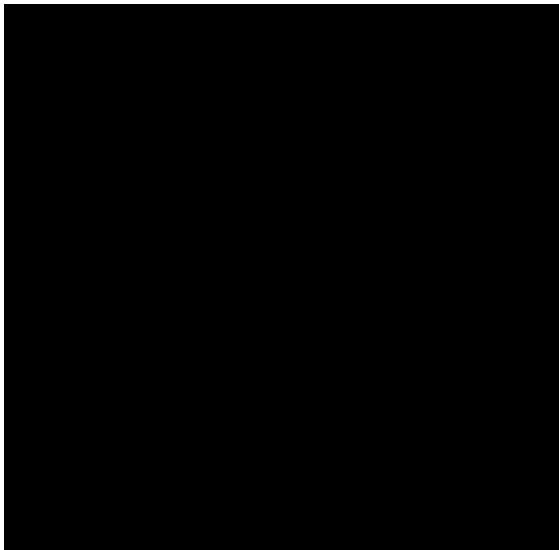


## District

- - CONGRESSIONAL DISTRICT 07
- - COUNTY COUNCIL DISTRICT 01
- - HOUSE DISTRICT 16
- - METROPARKS DISTRICT
- - ROCKY RIVER MUNI COURT DISTRICT
- - STATE BOARD OF EDU DISTRICT 05
- - STATE SENATE DISTRICT 24
- - WESTLAKE CSD - TAX ID # 1832
- - WESTLAKE LIBRARY DISTRICT
- - WESTLAKE WARD 6

# Get Your Voting Information

- **Voter**
- JOHN M. MOSS



## District

- - CLEVELAND CSD -TAX ID # 1809
- - CLEVELAND LIBRARY DISTRICT
- - CLEVELAND MUNICIPAL COURT DIST.
- - CLEVELAND WARD 03
- - CONGRESSIONAL DISTRICT 11
- - COUNTY COUNCIL DISTRICT 08
- - HOUSE DISTRICT 20
- - METROPARKS DISTRICT
- - STATE BOARD OF EDU DISTRICT 11
- - STATE SENATE DISTRICT 23



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0178

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment and reappointment of various individuals to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for the term 6/1/2022 – 5/31/2027; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland was established pursuant to the provisions of ORC Section 307.696; and

WHEREAS, the powers and duties for the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees are to determine responsibilities affiliated with the construction and maintenance of facilities as well as property issues, financing obligations and capital repairs for the sports facilities; and

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees shall consist of five members; two appointed by the City of Cleveland, two appointed by the County of Cuyahoga and one member jointly appointed; 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 Ron King to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustee for the five-year term 6/1/2022 – 5/31/2027, replacing Terri Agosta; and

WHEREAS, the County Executive has nominated Matthew P. Carroll to be reappointed to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustee for the five-year term 6/1/2022 – 5/31/2027; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Ron King and the reappointment of Matthew P. Carroll to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustee for the five-year term 6/1/2022 – 5/31/2027.

**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: June 21, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 2022



June 9, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Gateway Economic Development Corporation of Greater Cleveland Board of Trustees

Dear President Jones,

I am pleased to nominate the following individuals for appointment to the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees:

New Appointment

- **Ron King**, 5-year term, 6/1/2022 – 5/31/2027
  - Replacing Terri Agosta
  - Currently resides in Cleveland Heights (Cuyahoga County)
  - Currently serves on the following board: Destination Cleveland

Reappointment

- **Matt Carroll**, 5-year term, 6/1/2022 – 5/31/2027
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards: Cuyahoga County Community Improvement Corporation, Cuyahoga County Convention Facilities Development Corporation (CCCFDC), United Way of Greater Cleveland, Global Cleveland, Gateway Economic Development Corporation, College Now, Group Plan Commission, Cuyahoga County Board of Revision, and Workforce Funders Group

Gateway is an Ohio non-profit corporation established pursuant to Ohio Revised Code Section 307.696. The Board of Trustees of this corporation is composed of representatives from the City of Cleveland as well as Cuyahoga County.

I have attached the nominee's resumes for your review. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are three candidates on file for these positions.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Jeane' Holley in my office at 216-698-2544.

Sincerely,

  
Armond Budish  
Cuyahoga County Executive

## **Ron King**

**General Manager**

**Huntington Convention Center of Cleveland  
Global Center for Health Innovation**

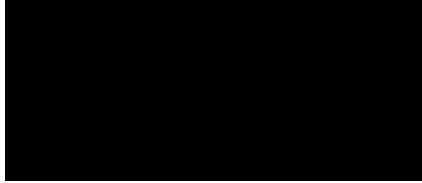
Ron King was named general manager of the SMG-managed Huntington Convention Center of Cleveland and Global Center for Health Innovation in September, 2017. King came to Cleveland after leading the two-million square-foot Kay Bailey Hutchison Convention Center in Dallas for six years, working directly with the City of Dallas and the Dallas City Council as the Executive Director for the Convention and Event Services Department for the City of Dallas. King also served as contract administrator for other city-owned facilities and organizations, including the Convention and Visitors Bureau, the 1,001-room Omni Convention Center Hotel, American Airlines Center, and Union Station.



King served as Event Services Director for the San Diego Convention Center from 2006-2012 before moving to Dallas. He previously served as General Manager for the SMG-managed Puerto Rico Convention Center in San Juan, overseeing the opening of the 600,000 square foot facility in 2005, and General Manager and Director of Operations for the SMG-managed Salt Palace Convention Center and South Towne Exposition Center (1997-2004) in Salt Lake City, leading the opening of South Towne Exposition Center in 2000.

During his time at the Salt Palace, King worked directly with the International Olympic Committee to prepare the facility to serve as the International Media and Broadcast Center during the 2002 Winter Olympics. He began his career in Tulsa, Oklahoma with the Tulsa Convention Center (1993-97) and Tulsa Philharmonic Orchestra (1989-93). King earned his Bachelor of Arts degree from Cameron University in Lawton, Oklahoma in 1984.

**Matthew P. Carroll**



**WORK EXPERIENCE**

**Office of the Cuyahoga County Executive**

**Chief of Staff**

**2011-2014**

**Interim Director of Health and Human Services**

**2015-2016**

**Chief Economic Growth and Opportunity Officer**

**2016-present**

The Cuyahoga County Executive administers a \$1.8 billion budget and manages over 4,500 employees, with a broad area of responsibilities, including human services, economic development, county justice operations and regional government initiatives; the Chief Economic Growth and Opportunity Officer has direct supervisory responsibility for the departments of Economic Development, Human Services, Public Works and Sustainability; appointee to the Gateway Economic Development Corporation, the Group Plan Commission, the Cuyahoga County Convention Facilities Development Corporation, the Board of Revision, the Cuyahoga County Community Improvement Corporation, County Budget Commission, College Now Greater Cleveland, United Way of Greater Cleveland, Workforce Funders Group, Global Cleveland.

**Cleveland State University**

**2017 - 2021**

**Instructor, Levin College of Urban Affairs**

Taught “Distressed People, Distressed Places,” a course about poverty in Cleveland and in the United States, to graduate and undergraduate students.

**Department of Public Health, City of Cleveland**

**2002 - 2010**

**Director**

Directed 180 employee department, including divisions of Health, Environment, Air Quality, with a budget of \$21 million. Department was responsible for all City of Cleveland public health initiatives, including air pollution control, food safety and other health related inspection services and childhood lead testing and abatement; department operated three neighborhood health centers; grant programs included health promotion, infant mortality reduction, HIV/AIDS prevention, cardiovascular health and substance abuse treatment; appointed Adjunct Assistant Professor at CWRU School of Medicine.

**Department of Health & Nutrition, Cuyahoga County**

**1998 - 2002**

**Manager, Administrative Operations**

Managed Administrative Operations division of 150 employees, which included budget administration (\$50 million departmental budget), fiscal operations, performance measurement,

human resources, fraud investigations and customer service operations; served as Acting Director in absence of Director.

**ParkWorks, Inc.**  
**Deputy Director**

**1994 - 1998**

Project manager of 40,000 street tree planting in contract with the City of Cleveland; wrote grant and managed program for Lila Wallace urban parks project; designed and implemented City of Cleveland vacant lot maintenance program; responsible for green space maintenance operations, supervising 10 employees.

**Department of Law, City of Cleveland**  
**Assistant Director of Law**

**1993 - 1994**

Attorney in Labor and Employment section; represented the city in employment litigation, including trials, arbitrations, civil service hearings, and charges of discrimination; advised departments on human resources and labor related questions; Chairperson of OSHA task force.

**Fingerhut for Congress**  
**Director of Field and Administration**

**1992 - 1993**

Responsible for all field, volunteer and administrative functions of this successful campaign for Congress; coordinated literature distribution, event coverage and volunteer assignment; maintained fund database.

**Baker & Hostetler**  
**Associate**

**1989 - 1992**

Attorney practicing in the labor and litigation areas; represented clients in depositions, arbitrations; performed legal research and wrote briefs, arbitrations and memoranda on a variety of legal topics; appointed as firm Loaned Executive to United Way, 1989.

**EDUCATION**

**Brown University**

**B.A., 1986**

Student Government President and Vice-President; Chairperson, Faculty-Student Committee on South African Divestment; Color Guard for 1986 Commencement (one of two students selected); Joslin Award winner for service to the Brown community; Resident Counselor and Head Counselor.

**Georgetown University Law Center**

**J.D., 1989**

Member of National Moot Court team and Constitutional Law team; Law Fellow – legal writing section instructor for first-year students; Criminal Justice Clinic participant – student attorney representing indigent criminal defendants in D.C. Superior Court, 1988-89.

**PAST COMMUNITY ACTIVITIES**

<b>Hunger Network of Greater Cleveland</b> Board President (1995-2001)	<b>1989 - 2002</b>
<b>Brown University Alumni Schools Committee</b> Regional Director (2001-2004)	<b>1989 - present</b>
<b>Merrick House</b> Board President (2000-2002)	<b>1998 - 2002</b>
<b>Neighborhood Centers Association</b> Executive Committee Member (2000-2002)	<b>1999 - 2002</b>
<b>Project: LEARN</b> Tutor (1990-1992); Board Member (1991-1997)	<b>1990 - 1997</b>
<b>Ohio City Near West Development Corporation</b> Board Member and Treasurer	<b>1992 - 1995</b>
<b>Northeast Ohio Coalition for the Homeless</b> Board Member and Treasurer	<b>1989 - 1992</b>



April 8, 2021

**VIA MESSENGER**

Mr. Armond Budish  
Cuyahoga County Executive  
Courthouse Square  
2079 East 9<sup>th</sup> Street  
Cleveland OH, 44115

RE: Gateway Economic Development Corporation of Greater Cleveland  
Board Member Terms & Appointment

Dear Executive Budish:

The Gateway Economic Development Corporation of Greater Cleveland (“Gateway”) is an Ohio non-profit corporation that owns both Progressive Field and Rocket Mortgage Fieldhouse. Gateway then leases these facilities to the Cleveland Guardians and Cleveland Cavaliers respectively via written lease agreements with the teams.

The Gateway Board of Trustees consists of five (5) members who each serve for a term of five (5) years, or until the appointment and qualification of their respective successors. Please note that the Board of Trustees members serve Gateway without any compensation. Appointments to the Gateway Board of Trustees are made by the Cuyahoga County Executive and the Mayor of Cleveland in the following manner and for the following terms:

	<u>Terms</u>
<u>Cuyahoga County Executive</u> 2 Members (of which one appointment is <i>ex officio</i> County employee)	5 Year Term
<u>Mayor of City of Cleveland</u> 2 Members (of which one appointment is <i>ex officio</i> City employee)	5 Year Term
<u>Joint Appointment</u> 1 Member	5 Year Term



Appointment by the Mayor of Cleveland will be made with the concurrence of the Council for the City of Cleveland provided such members so appointed by the Mayor shall be deemed de facto members until the concurrence or disapproval by Council for the City of Cleveland. The Joint Appointment is made by the Cuyahoga County Executive, with concurrence by the Mayor of the City of Cleveland.

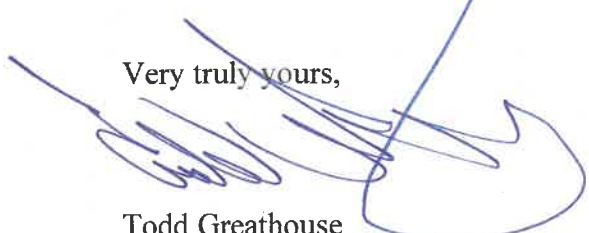
The Gateway Board members' terms are not staggered and, therefore, the current Board members' terms all expire on May 31, 2022. The current Gateway Board members are:

Joint Appointment & Chair	Ken Silliman
City Appointment	David Ebersole ( <i>ex officio</i> member)
City Appointment	Davida Russell
County Appointment	Matt Carroll ( <i>ex officio</i> member)
County Appointment	Teri Agosti

We wanted to ensure you were aware of the expiration of the current Gateway Board members' terms to afford you time to consider your appointments for the new term beginning on June 1, 2022. We understand that the current Joint Appointment and Chair, Ken Silliman, is willing to be reappointed and serve for an additional five-year term.

Thank you in advance for your time and attention to this matter. If you have any questions regarding this matter, please do not hesitate to contact me at Gateway's offices. Our phone number is 216-420-4072.

Very truly yours,



Todd Greathouse  
Executive Director

cc: Kenneth Silliman, Chair of Gateway Board  
Dennis R. Wilcox, Esq.

**Gateway Economic Development Corporation of Greater Cleveland**  
758 Bolivar Road Cleveland, Ohio 44115

**Gateway Economic Development Corporation of Greater Cleveland  
BOARD MEETING ATTENDANCE  
(2017 through 2021)**

Meeting Date	MATT CARROLL
12/30/21	X
11/19/21	X
09/22/21	X
12/09/20	X
12/02/20*	X
02/19/20	X
11/13/19	X
09/11/19	X
05/29/19	X
02/13/19	X
11/14/18	X
08/08/18	X
05/23/18	X
02/14/18	X
11/15/17	X
08/23/17	X
05/04/17	X

\* = Special Meeting

\*\* = newly appointed member

May 12th 2022	Gateway Economic Development Corporation of Greater Cleveland	Ron King
May 19th 2022	Gateway Economic Development Corporation of Greater Cleveland	Matt Carroll
May 19th 2022	Gateway Economic Development Corporation of Greater Cleveland	Kenneth Silliman

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0179

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Paul Herdeg and Ethan Karp to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2022 – 6/30/2025; 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 Paul Herdeg and Ethan Karp to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2022 – 6/30/2025; 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 Paul Herdeg and Ethan Karp to serve on the City of

Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2022 – 6/30/2025.

**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 Ms. Baker, seconded by Mr. Miller, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 22, 2022

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2022



June 9, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Jones:

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 offer the following appointments:

Reappointment

- **Paul Herdeg**, 3-year term, 7/1/2022 – 6/30/2025
  - Currently resides in Orange Village (Cuyahoga County)
  - Currently serves on the following board(s)/commission(s):  
Cleveland/Cuyahoga County Workforce Development Board; and Workforce Funders Group
- **Ethan Karp**, 3-year term, 7/1/2022 – 6/30/2025
  - Currently resides in Beachwood (Cuyahoga County)
  - Currently serves on the following board(s)/commission(s):  
Cleveland/Cuyahoga County Workforce Development Board

I have attached the nominee's resumes for your review. There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated. There are 19 candidates on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Jeane' Holley in my office at (216) 698-2544.

Sincerely,

  
Armond Budish  
Cuyahoga County Executive

**Paul Herdeg**  
**Director, Cuyahoga County Department of Development**



Lead Cuyahoga County's community development, economic development, and workforce innovation strategy and execution. Align Cuyahoga County's development and workforce innovation activity with complementary activities and funding of its public sector, philanthropic sector, and private sector partners, to accomplish key economic development strategic goals.

**PREVIOUS CUYAHOGA COUNTY EXPERIENCE**

- Deputy Chief Economic Development Office
- Director, Strategic Planning and Business Intelligence
- Administrator, Community Development and Housing
- Housing Manager

Negotiated and directed the closing and implementation of agreements for development financing leveraging well over \$1 billion of new and renovated housing, commercial, and industrial construction throughout Cuyahoga County. Areas of responsibility progressively grew to include affordable housing, market rate housing, lead remediation, vacant property demolition and nuisance abatement, renovation of vacant residential and commercial properties, storefront renovation, business growth lending, brownfield cleanup, large scale business attraction.

Stood up both small business assistance and emergency rental assistance programs during the COVID-19 pandemic, engaging stakeholders and leading operational planning to deploy over \$8 million of small business grants, over \$3 million of loans, and over \$10 million of rental assistance. Lead planning and execution of ongoing countywide business and housing COVID recovery work.

Planned, resourced and led execution of strategies to advance Cuyahoga County's housing, community, and economic development. Coordinated development strategies with County-led workforce innovation programming including the SkillUp service and workforce funder alignment .

Managed staff hiring, training, evaluation, coaching, and progressive discipline for a work unit of up to 40 staff. Assigned staff to duties based on their skills, knowledge, abilities, needs of the County, and available funding. Outsourced service delivery as needed to ensure quality of work.

Prepared budgets, controlled spending, and allocated funding of \$6 to over \$20 million per year. Managed performance and financial reporting to funding sources, ensuring compliance with both program and fiscal regulations. Managed the federal and state audit process for my programs and received consistently positive monitoring and audit reports for federally funded activities.

Directed strategic and operational planning for federally funded activities including housing, community development, and affirmatively furthering fair housing. Led the development of a departmental strategic plan aligned with the County strategic plan. Led annual updating of the County's five year economic development plan. Led performance measurement and reporting for the County strategic plan and five year economic development plan. Led the development of economic measures for the five year economic development plan. Created an analytical process to better analyze the County's return on its economic development funding investments.

## **OTHER PROFESSIONAL EXPERIENCE**

### Executive Director, Union-Miles Development Corporation

Directed all activities of nonprofit agency in southeast Cleveland. Hired, trained, evaluated, promoted, and assigned staff as needed to execute strategy within resource limits. Developed both housing and economic development projects to advance placemaking and job creation goals. Maintained strong stakeholder relationships with elected officials, funders, and intermediaries.

### Specialist Attorney, Law Reform Unit, Legal Aid Society of Cleveland

Led teams of attorneys in complex federal civil rights and consumer litigation. Led both internal and external teams to update and revise the standard reference manual for Ohio consumer law.

## **EDUCATION AND TRAINING**

J.D., Cleveland-Marshall College of Law, *magna cum laude*

Admitted to the practice of law in Ohio and in the U.S. District Court, Northern District of Ohio

B.S. in Mathematics, Case Western Reserve University, *cum laude*

Strategic Leadership Training, Cleveland Neighborhood Progress

Neighborhood Development Leadership, Development Training Institute

Public Sector Leadership, Fisher College of Business, Ohio State University

Housing Development Finance Professional, National Development Council

Economic Development Finance Professional, National Development Council

## **ASSOCIATION LEADERSHIP**

National Association for County Community and Economic Development – Housing Committee Chair, Member of the Board of Directors 2012-14

Ohio Conference of Community Development – Sessions and Training Committee Chair, Member of the Executive Board 2015-19, Vice President 2016-17, President 2017-18





**Ethan S. Karp, Ph.D.**

**President and CEO, MAGNET**

Dr. Ethan Karp is an expert in transforming companies and communities. As President and CEO of the non-profit consulting group MAGNET, he has helped hundreds of manufacturing companies grow through technology, innovation, and talent. He is passionate about driving economic prosperity in his home region of Northeast Ohio. He's a committed change-maker and community builder: Board Chair of the Cleveland/Cuyahoga County Workforce Development, and serves as a Director on the boards of; the American Small Manufacturers Coalition, the Cleveland Leadership Center, MidTown Cleveland, Inc., Cleveland Jewish Publication Company and the Jewish Education Center of Cleveland. Dr. Karp is a recognized thought leader on manufacturing issues and a frequent media commentator on the future of manufacturing in America. Prior to joining MAGNET in 2013, Dr. Karp worked with Fortune 500 companies at McKinsey & Co. He received undergraduate degrees in biochemistry and physics from Miami University and a Ph.D. in Chemical Biology from Harvard University. Dr. Karp lives in Cleveland with his wife and three young girls.



**Cleveland–  
Cuyahoga County**

A proud partner of the  
American Job Center network

June 7, 2022

Ms. Jeane Holley, Deputy Director  
Department of Regional Collaboration  
Diversity & Inclusion Officer  
Office of Cuyahoga County Executive Armond Budish  
2079 Eat Ninth Street  
Cleveland, Ohio 44115

Re: Mr. Paul Herdeg, Director  
Cuyahoga County Department of Development

This letter is to confirm the attendance of Paul Herdeg at the following Cuyahoga County Workforce Development Board (CCWDB) quarterly meetings:

August 20, 2021	from 8:00 a.m. to 10:00 a.m.
November 19, 2021	from 8:00 a.m. to 10:00 a.m.
February 18, 2022	from 8:00 a.m. to 10:00 a.m.
May 20, 2022	from 8:00 a.m. to 10:00 a.m.

If you need further assistance, please do not hesitate to contact me.

Thank you.

Cordially,

A handwritten signature in black ink that reads "Sheree Carroll".

Sheree Carroll, Senior Administrative Assistant  
Workforce Development Department



**Cleveland–  
Cuyahoga County**

A proud partner of the  
American Job Center network

June 9, 2022

Ms. Jeane Holley, Deputy Director  
Department of Regional Collaboration  
Diversity & Inclusion Officer  
Office of Cuyahoga County Executive Armond Budish  
2079 Eat Ninth Street  
Cleveland, Ohio 44115

Re: Boards & Commissions

This letter is to confirm the attendance of Ethan Karp (CCWDB – Chair) during his last term and current. If approved, Mr. Karp would serve his final term from July 1, 2022, through June 30, 2025. Mr. Karp began to serve on the CCWDB in 2016. Members can serve a maximum of three terms in 3-year increments.

**2019**

August 16, 2019 – nominated as Vice Chair

November 19, 2019 – Vice-Chair

**2020**

February 21, 2020 – Elected as CCWDB Chair

May 15, 2020 – Chair

August 21, 2020 – Chair

November 20, 2020 – Chair

**2021**

February 19, 2021 – Chair

May 21, 2021 – Chair

August 20, 2021 – Chair

November 19, 2021 – Chair

**2022**

February 18, 2022 – Chair

May 20, 2022 – Chair

If you need further assistance, please do not hesitate to contact me.

Thank you.

Cordially,

Sheree Carroll, Senior Administrative Assistant  
Workforce Development Department

April 27th 2020	Cleveland/Cuyahoga County Workforce Development Board	Sheila Wright
April 28th 2020	Cleveland/Cuyahoga County Workforce Development Board	Camille Ali
May 23rd 2022	Cleveland/Cuyahoga County Workforce Development Board	Ethan Karp
June 8th 2022	Cleveland/Cuyahoga County Workforce Development Board	Paul Herdeg
July 16th 2020	Cleveland/Cuyahoga County Workforce Development Board	Janine Kaiser
July 27th 2020	Cleveland/Cuyahoga County Workforce Development Board	Tracy McArthur
June 10th 2020	Cleveland/Cuyahoga County Workforce Development Board	Camille Ali
June 22nd 2020	Cleveland/Cuyahoga County Workforce Development Board	Tunisia Bailey
June 5th 2020	Cleveland/Cuyahoga County Workforce Development Board	Kim Shelnick
Aug. 4th 2020	Cleveland/Cuyahoga County Workforce Development Board	Grace Gallucci
Aug. 11th 2020	Cleveland/Cuyahoga County Workforce Development Board	Nicholas Young
Nov. 4th 2020	Cleveland/Cuyahoga County Workforce Development Board	Ronique Valentine
Nov. 30th 2020	Cleveland/Cuyahoga County Workforce Development Board	Cathy Belk
Jan. 8th 2021	Cleveland/Cuyahoga County Workforce Development Board	Ramonita Vargas
May 14th 2021	Cleveland/Cuyahoga County Workforce Development Board	Glen Shumate
July 23rd 2021	Cleveland/Cuyahoga County Workforce Development Board	LaToya Smith
Nov. 30th 2021	Cleveland/Cuyahoga County Workforce Development Board	Paul Herdeg
March 20th 2022	Cleveland/Cuyahoga County Workforce Development Board	Ann Hinkle
May 27th 2022	Cleveland/Cuyahoga County Workforce Development Board	Marquez Brown

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0180

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Dr. Gregory X. Boehm to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2022 – 6/30/2026; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-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 Dr. Gregory X. Boehm to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2022 - 6/30/2026.

**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 Dr. Gregory X. Boehm to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2022 – 6/30/2026.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 21, 2022

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



May 26, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for reappointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Dr. Gregory X. Boehm**, 4-year term, 7/1/2022 – 6/30/2026
  - Reappointment
  - Resides in Shaker Heights (Cuyahoga County)
  - Currently serves on the following board: Ohio Society of Addiction Medicine (OHSAM)

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

There are no known conflicts of interest for which an advisory opinion has been requested. The nominee's resume is attached for your review. There are 21 candidates on file for this position.

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

Sincerely,

  
Armond Budish  
Cuyahoga County Executive



# GREGORY X. BOEHM, M.D.

## LICENSE

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Ohio Medical License Number 

## CERTIFICATIONS

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1980, American Board of Psychiatry and Neurology, General Psychiatry

1983, American Board of Psychiatry and Neurology, Child Psychiatry

2006, Diplomate of American Board of Addiction Medicine

2014, Diplomate of American Board of Addiction Medicine

## EDUCATION

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1967 - 1968 Duns Scotus College Detroit, MI

*Liberal Arts*

1968 - 1972 Xavier University Cincinnati, OH

*H.A.B., magna cum laude, Classical Greek and Latin Literature*  
*Completed instruction for M.A. in philosophy*

1972 - 1976 University of Cincinnati College of Medicine

*M.D., Doctor of Medicine*

## POST-GRADUATE EDUCATION

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1976 - 1978 University of Cincinnati College of Medicine Cincinnati, OH

*Residency, General Psychiatry*

1976 - 1977 Veterans Administration Hospital

1977 Central Psychiatric Clinic and Court Psychiatric Clinic

1978 University Hospital

1978 - 1980 University of Cincinnati College of Medicine Cincinnati, OH

*Fellowship, Child and Adolescent Psychiatry*

1978 Psychiatry Adolescent Unit, University Hospital

1979 Child Psychiatry-Pediatric Liaison Service, Children's Hospital Medical Center



1979 – 1980 Children’s Psychiatric Center, Jewish Hospital

PROFESSIONAL EXPERIENCE

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1991-- present Case Western Reserve Medical School Cleveland, OH  
*Assistant Professor of Psychiatry*

1991 – present Psych Services Cleveland, OH  
*Medical Director, Owner*  
Intensive Outpatient Program, Alcoholism/Chemical Dependency  
Private Practice of Psychiatry and Psychology

2003-- present Y-Haven Cleveland, OH  
*Medical Director*  
Residential treatment center for homeless, chemically dependent men

2016—present OSAM, Ohio Society of Addiction Medicine Columbus, Ohio  
*President-Elect*

2017—present Salvation Army, Consultant, Re-entry Program Cleveland, OH

2018— present CARF International Tucson, AZ  
Commission on Accreditation of Rehabilitation Facilities  
*Certified Accreditation Surveyor*

2019---present CAAA Cleveland, OH  
Community Action Against Addiction  
*Addiction/Psychiatric Consultant*

2013-- 2015 Recovery Resources Cleveland, OH  
*Psychiatrist and Addictions Consultant*  
Psychiatric, Alcohol, and Drug Treatment center

2005 – 2013 Stella Maris Cleveland, OH  
*Medical Director*  
Detox and residential treatment center

2006 – 2009 Fresh Start, Inc. Cleveland, OH  
*Psychiatrist and Addictions Consultant*  
Alcohol and Drug Treatment Center, Residential and Outpatient

2007 – 2009 Prelude Cleveland, OH  
*Psychiatrist and Addictions Consultant*

Residential Treatment for Men in Transition from Incarceration

- 1994-1995 Glenbeigh Hospital Cleveland, OH  
*Associate Medical Director*  
In-patient Psychiatry and Chemical Dependency
- 1991 – 2004 Lincoln Place Youngstown OH  
*Psychiatric Consultant*  
Residential treatment center for adjudicated adolescents
- 1987 – 1992 Tod Children’s Hospital Youngstown, OH  
*Medical Director, Youth Services*  
Inpatient Psychiatry and Chemical Dependency
- 1984 – 1987 Central Psychiatric Clinic Cincinnati, OH  
*Child Psychiatry Consultation Team Member*
- 1981 – 1987 Emerson North Hospital Cincinnati, OH  
*Medical Director*  
Freestanding hospital for Adult Psychiatry, Child/Adolescent Psychiatry, and Chemical Dependency
- 1980 – 1981 University Hospital Cincinnati, OH  
*Director of Adolescent Psychiatry Unit*
- 1979 – 1980 Millcreek State Hospital for Children and Adolescents Cincinnati, OH  
*Psychiatric Consultant*
- 1978 – 1981 Talbert House Cincinnati, OH  
*Psychiatric Consultant*  
Residential treatment facility substance abusing for adolescents
- 1977 – 1979 Alcoholism Clinic of Central Psychiatric Clinic Cincinnati, OH  
*Psychiatric Consultant*

ACADEMIC EXPERIENCE

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- 1991 – Present Assistant Clinical Professor of Psychiatry, Case Western Reserve University

Medical School Cleveland, OH

1988 – 1994 Assistant Clinical Professor of Psychiatry, Northeastern Ohio Universities  
College of Medicine (NEOUCOM) Rootstown, OH

1986 – 1987 Associate Director of Medical Education, University of Cincinnati Medical  
Center Cincinnati, OH

1980 – 1987 Assistant Professor of Psychiatry, Department of Psychiatry, University of  
Cincinnati Medical Center Cincinnati, OH

1985 – 1987 Course Director, Introduction to Psychiatry: The Life Cycle, Core  
Curriculum, University of Cincinnati College of Medicine  
Cincinnati, OH

COMMUNITY ACTIVITIES

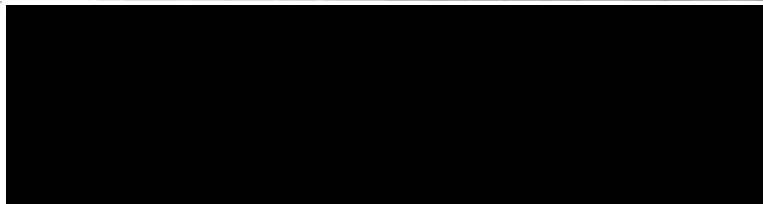
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2003 – 2004 Y-Haven Cleveland, OH *Volunteer Psychiatric  
Consultant, Board member*

1985 – 1988 Talbert House Cincinnati, OH  
*Member, Board of Directors*  
Residential treatment facility for substance abusing adolescents

PERSONAL INFORMATION

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**ADAMHS Board of Cuyahoga County - Board of Directors' Attendance Record for General Meetings in Fiscal Year 2019**

NAME	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD # of Absences (General Mtgs)
Reginald C. Blue, Ph.D.	N Notice		Y	Y	Y		Y	N Notice	Y	Y	Y	Y	2
Gregory X. Boehm				Sworn in 10/17/18	Y		Y	N Notice	Y	N Notice	Y	Y	2
Erskine Cade, MBA			Sworn in 9/26/18	Y	N Notice		N Notice	Y	Y	N Notice	Y	N Notice	4
Elsie Caraballo	Y		Y	N Notice	N Notice		Y	Y	Y	Y	N Notice	Y	3
J. Robert Fowler, Ph.D.	N Notice		Y	N Notice	Y			Y	Y	N Notice	Y	Y	3
*Rev. Benjamin Gohlstein, Sr.	Y		Sworn in 9/26/18	Y	Y		Y	Y	Y	Y	Y	Y	0
Cassi Handler	Y		Y	Y	Y		Resigned 1/14/19						0
Gwendolyn Howard	Y		Y	Y	Y		Y	Y	Y	N Notice	Y	N Notice	2
Katie Kern-Plich	N Notice		Y	Y	Y		Y	Y	Y	Y	Y	Y	1
Steve Killpack	Y		Y	Y	Y		N Notice	Y	Y	Y	Y	Y	1
Eugenia Kirkland	Y		N Notice	Y	Y		N Notice	N Notice	Y	Y	Y	Y	3
Max Rodas	Y		Y	Y	N Absent		Y	N Notice	Y	N Notice	Y	Y	3
Sharon Rosenbaum	N Notice		N Notice	N Notice	LOA		Y	Y	Y	Y	N Notice	Y	4
Hugh Shannon	N Notice		Y	Y	Y		N Absent	Y	Y	Y	Y	Y	2
Harvey A. Snider	N Notice		Y	Y	Y		Y	Y	Y	Y	Y	N Notice	2
Mary M. Step, Ph.D.	Y		Y	Y	Y		Y	Y	N Notice	Y	Y	N Notice	2

\*Vacated State appointment seat; appointed to fulfill unexpired County appointment vacant seat.

**KEY:** Y = Yes or Present    Notice = Provided notice for absence  
 N = No or Absent    Absent = No call, no show  
 (FYI: No Board meetings are generally scheduled for August & December)

Ohio Dept. of Mental Health & Addiction Services Appointment

Cuyahoga County Appointment

**ADAMHS Board of Cuyahoga County - Board of Directors' Attendance Record for General Meetings in Fiscal Year 2020**

NAME	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR*	APR	MAY	JUNE	YTD # of Absences (General Mtgs)
Reginald C. Blue, Ph.D.	Y		Y	Y	Y		Y	Y		N Notice	Y	Y	1
Gregory X. Boehm	N Notice		N Notice	Y	N Notice		Y	Y		Y	Y	Y	3
Crystal L. Bryant			Sworn In 9/25/19	Y	Y		Y	Y		Y	Y	Y	0
Erskine Cade, MBA	Y		Y	Y	N Notice		Y	Y		Y	Y	Y	1
Eisie Carballo	Y		Y	N Notice	Y		Y	Y		Y	Y	Y	1
J. Robert Fowler, Ph.D.	N Notice		Y	Y	Y		Y	Y		Y	Y	Y	1
Rev. Benjamin Gohlstin, Sr.	Y		Y	Y	Y		Y	Y		Y	Y	Y	0
Gwendolyn Howard	Y		Y	Y	Y		Y	Y		Y	Y	Y	0
Patricia James-Stewart					Sworn In 11/20/19		Y	Y		Y	Y	Y	0
Katie Kern-Pilch	Y		N Notice	Y	Y		Y	Y		Y	Y	Y	1
Steve Killpack	Y		N Notice	Y	Y		N Notice	Y		Y	Y	Y	2
Eugenia Kirkland	Y		Y	Resigned 10/31/19									0
Max Rodas	Y		Y	Y	Y		N Notice	Y		Y	N Notice	Y	2
Sharon Rosenbaum	Y		Y	Y	N Notice		Y	Y		Y	Y	Y	1
Harvey A. Snider	Y		Y	Y	Y		Y	Y		Y	Y	Y	0
Mary M. Step, Ph.D.	Y		Y	N Notice	Resigned 11/27/19								1
Megan Van Voorhis					Sworn In 11/20/19		Y	Y		Y	Y	Y	0

\*Due to the current public health orders surrounding COVID-19, and the Board's commitment to ensuring the health and safety of our Board members, staff, partners, and stakeholders, the General Meeting was canceled.

**KEY:** Y = Yes or Present    Notice = Provided notice for absence  
 N = No or Absent    Absent = No call, no show

(FYI: No Board meetings are generally scheduled for August & December)

**Ohio Dept. of Mental Health & Addiction Services Appointment**

**Cuyahoga County Appointment**

**ADAMHS Board of Cuyahoga County - Board of Directors' Attendance Record for General Meetings in Fiscal Year 2021**

NAME	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD # of Absences (General Mtgs)
Bishara W. Addison							Sworn In 1/27/21	Y	Y	Y	Y	Y	0
Ashwani Bhardwaj	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0
Reginald C. Blue, Ph.D.	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0
Gregory X. Boehm	Y		Y	Y	Y		Y	Y	Y	Y	Y	N Notice	1
Crystal L. Bryant	N Notice		N Notice	N Notice	Y		Y	Y	Y	Y	Y	N Notice	4
Erskine Cade, MBA	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0
Elsie Caraballo	Y		N Notice	Y	Y		N Notice	N Notice	Y	Y	Y	Y	3
J. Robert Fowler, Ph.D.	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0
Rev. Benjamin Gohlistin, Sr.	Y		Y	Y	N Notice		Y	Y	Y	Y	Y	Y	1
Gwendolyn Howard	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0
Patricia James-Stewart	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0
Katie Kern-Plich	Y		Y	Y	Y		Y	Y	Y	Y	N Notice	Y	1
Steve Killpack	Y		Y	Y	Y		Y	Y	Y	N Notice	Y	N Notice	2
Jena Olsen	Y		Y	Y	Y		Y	Y	Y	N Notice	Y	Y	1
Max Rodas	Y		N Notice	Y	N Notice		Y	Y	Y	Y	Y	N Notice	3
Sharon Rosenbaum	Y		Y	Y	Y		Y	Y	Y	Y	N Notice	Y	1
Harvey A. Snider	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y	0

**KEY:** Y = Yes or Present    Notice = Provided notice for absence  
 N = No or Absent    Absent = No call, no show  
 (FYI: No Board meetings are generally scheduled for August & December)

Ohio Dept. of Mental Health & Addiction Services Appointment  
 Cuyahoga County Appointment



**ADAMHS Board of Cuyahoga County - Board of Directors' Attendance Record for General Meetings in Fiscal Year 2022**

NAME	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD # of Absences (General Mtgs)
Bishara W. Addison	Y		Y	Y	Y		Y	Y	Y	Y			0
Ashwani Bhardwaj	Y		Y	Y	N Notice		Y	N Notice	Y	Y			2
Reginald C. Blue, Ph.D.	Y		Y	N Notice	Y		Y	N Notice	Y	Y			2
Gregory X. Boehm	Y		N Notice	Y	Y		Y	N Notice	Y	Y			2
Crystal L. Bryant	Resigned 07/08/21												
Erskine Cade, MBA	Y		Y	Y	N Notice		N Notice	Y	Y	Y			2
Elsie Caraballo	Y		N Notice	N Notice	N Notice		Resigned 01/29/2022						4
J. Robert Fowler, Ph.D.	N Notice		Y	Y	Y		Y	Y	Y	Y			1
Rev. Benjamin Gohistin, Sr.	Y		Y	N Notice	Y		Y	Y	Y	Y			1
Gwendolyn Howard	N Notice		Y	Y	Y		Y	Y	Y	Y			1
Patricia James-Stewart	Y		Y	Y	Y		Y	Y	Y	Y			0
Katie Kern-Plich	Y		Y	Y	N Notice		Y	Y	Y	Y			1
Steve Killpack	Y		Y	Y	N Notice		N Notice	Y	Y	Y			2
Jena Olsen	Y		Resigned 08/19/21										0
Max Rodas	Y		Y	Y	Y		N Notice	Y	Y	N			2
Sharon Rosenbaum	Y		Y	Y	N Notice		N Notice	Y	Y	Y			2
Harvey A. Snider	Y		Y	Y	Y		N Notice	Y	Y	Y			1

**KEY:** Y = Yes or Present    Notice = Provided notice for absence  
 N = No or Absent    Absent = No call, no show  
 (FYI: No Board meetings are generally scheduled for August & December)

Ohio Dept. of Mental Health & Addiction Services Appointment

Cuyahoga County Appointment

Aug. 26th 2019	ADAMHS Board	Ray Gonzalez
June 11th 2019	ADAMHS Board	Crystal Bryant
June 26th 2019	ADAMHS Board	Max Rodas
Oct. 23rd 2019	ADAMHS Board	Sonia Scott-James
Oct. 9th 2019	ADAMHS Board	Beverly Wisdom
Sept. 17th 2019	ADAMHS Board	Megan Van Voorhis
Nov. 17th 2020	ADAMHS Board	Bishara Addison
Dec. 17th 2020	ADAMHS Board	Tina Lining
March 9th 2021	ADAMHS Board	David Greenspan
July 2nd 2021	ADAMHS Board	Harvey Snider
Aug. 2nd 2021	ADAMHS Board	Reginald C Blue
Nov. 6th 2021	ADAMHS Board	Joy King
March 7th 2022	ADAMHS Board	Bethany Studenic
March 11th 2022	ADAMHS Board	Megan Rochford
March 15th 2022	ADAMHS Board	Alana Garrett-Ferguson
March 28th 2022	ADAMHS Board	Matt Carroll
March 31st 2022	ADAMHS Board	Basheer Jones
April 22nd 2022	ADAMHS Board	Gregory Boehm, MD
April 15th 2022	ADAMHS Board	Daniel Kelly
April 30th 2022	ADAMHS Board	Gregory Boehm, MD
May 6th 2022	ADAMHS Board	Gabriella Celeste



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0181

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Colleen Cotter to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for an unexpired term ending 7/14/2024; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

**WHEREAS**, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance No. O2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

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

**WHEREAS**, County Executive has nominated Colleen Cotter (replacing Rabbi Joshua Caruso) to serve on the Cuyahoga County Citizens’ Advisory Council on Equity, for the unexpired term ending 7/14/2024.

**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 Colleen Cotter (replacing Rabbi Joshua Caruso) to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the unexpired term ending 7/14/2024.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 21, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_,20\_\_\_\_



June 9, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones:

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nomination for appointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Colleen Cotter**, unexpired term ending 7/14/2024
  - Replacing Rabbi Joshua Caruso
  - Currently resides in Lakewood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Lead-Safe Cleveland Steering Committee; United Way of Greater Cleveland Board of Directors; American Academy of Arts & Sciences Advisory Committee to the Making Justice Accessible Project; Legal Services Corporation Housing Task Force; Cleveland-Marshall College of Law Visiting Committee

The nominee's resume is attached for you to review. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 52 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Jeane' Holley in my office at 216-698-2544.

Sincerely,

  
Armond Budish  
Cuyahoga County Executive

**COLLEEN COTTER**  
The Legal Aid Society of Cleveland

**EXPERIENCE**

**THE LEGAL AID SOCIETY OF CLEVELAND, EXECUTIVE DIRECTOR**

**2005 – PRESENT**

Legal Aid creates a just community by providing high quality legal services and creating systemic solutions for people with low income. Legal Aid employs 115 total staff, including 70 attorneys, and engages 3,000 volunteer attorneys. Accomplishments include:

- Significantly increased Legal Aid's community profile
- Expanded use of collaborative service delivery models to provide holistic services with partner organizations
- Increased presence in client communities
- Led three Strategic Planning Processes and two Legal Needs Assessments to create an organization focused on common goals
- Increased funding from individuals, law firms, corporations, foundations, and local government
- Increased Legal Aid's budget from \$5.5 million to \$16 million and staff from 55 to 115
- Developed partnerships with community leaders including elected officials, private bar leaders, educators, civic leaders
- Support and encourage colleagues to file significant litigation and engage in policy advocacy to achieve economic and racial justice
- Support a strong, collaborative and engaged board comprised of attorneys and client community leaders
- Created new Director for Racial Justice position to increase organizational capacity for racial justice work
- Developed a Community Engagement Group to increase Legal Aid's partnership with client communities, grass-roots organizations, and leaders of client communities
- Designed and implemented an outcome measurement system to better track and understand the impact of Legal Aid's work
- Serve in leadership roles for significant community efforts, including Lead Safe Cleveland, Say Yes to Education – Cleveland, Consent Decree, and Right to Counsel in Evictions
- Hire and mentor staff, including many who have moved into leadership roles
- Empower Legal Aid's DEI Committee to create and implement a DEI Plan
- Play leadership role in The Campaign for Legal Aid – to raise the profile of Legal Aid and new resources
- Created endowment, reserve, and investments, with best practice policies
- Restructured organization to leverage skills of staff, better serve clients and create paths for staff advancement
- Created compensation structure aimed at equity; personnel policies aimed at accountability, collaboration, and work-life balance; and evaluation structure reflective of organizational values

**EQUAL JUSTICE CONSULTANT, 2003 – 2005**

National practice as consultant to legal aid organizations, state justice communities, and their funders. Accomplishments: led strategic planning processes; developed outcome measurement systems; conducted study of case management systems; provided guidance on resource development, developing partnerships, and organizational structure; and evaluated organizational effectiveness.

**INDIANA LEGAL SERVICES, 1993-2003**

**SENIOR STAFF ATTORNEY, 1993-1995**

**DIRECTOR OF PROGRAMS AND ORGANIZATION DEVELOPMENT &**

**DIRECTOR OF THE INDIANA JUSTICE CENTER, 1995-2003**

Accomplishments: led 4 legal aids through a consolidation to create statewide organization; led community needs assessment and strategic planning; created new service delivery models to reach underserved communities; organized statewide conferences engaging (for the first time) the state supreme court, state bar, community leaders and legal aid in pursuit of a statewide coalition for justice; represented clients in family, education, public benefits, consumer and housing cases in administrative hearings, state trial and appellate courts and federal trial and appellate courts.

**INDIANA UNIVERSITY SCHOOL OF LAW – BLOOMINGTON, ADJUNCT PROFESSOR**

**1997, Professional Responsibility**

**PINE TREE LEGAL ASSISTANCE, STAFF ATTORNEY & SKADDEN FELLOW**

**1991-1993**, Recipient of nationally competitive 2-year Skadden Fellowship. Represented clients, especially domestic violence survivors. Machias, Maine

**UNITED STATES COURT OF APPEALS, SIXTH CIRCUIT, JUDICIAL CLERK**

**1990 – 1991**. Clerk to Judge Cornelia Kennedy. Detroit, Michigan

**KIRKLAND & ELLIS, SUMMER LAW CLERK, 1989**. Chicago, Illinois

**LEADERSHIP ROLES**

**SAINT LUKE’S FOUNDATION BOARD OF DIRECTORS**

**BOARD CHAIR, 2019 – 2021; BOARD VICE CHAIR, 2017 – 2018; BOARD MEMBER, 2013 - 2021**

**RESILIENT FAMILIES PROGRAM COMMITTEE CHAIR, 2015 – 2018**

**AMERICAN ACADEMY OF ARTS AND SCIENCES**

**MAKING JUSTICE ACCESSIBLE PROJECT ADVISORY COMMITTEE, 2021 - PRESENT**

**MAKING JUSTICE ACCESSIBLE: DESIGNING LEGAL SERVICES FOR THE 21ST CENTURY,**

**HOUSING COMMITTEE CO-CHAIR, 2018 – 2020**

**AMERICAN BAR ASSOCIATION STANDING COMMITTEE FOR LEGAL AID AND INDIGENT DEFENSE**

**WORKING GROUP CHAIR, 2020 – 2021**

**COMMITTEE MEMBER, 2021 - PRESENT**

Chaired working group to revise the Standards for the Provision of Civil Legal Aid, which guide legal aid organizations' work.

**COUNCIL OF AGENCY EXECUTIVES, UNITED WAY OF GREATER CLEVELAND**

**PRESIDENT, 2017 - 2021**

Created opportunities and programming that allowed nonprofit executives to support each other. Elected by my peers.

**SAY YES TO EDUCATION – CLEVELAND LEGAL SERVICES TASK FORCE**

**CO-CHAIR, 2019 - PRESENT**

Lead collaborative group to design program to provide legal assistance to all Say Yes families to remove barriers to education.

**UNITED WAY OF GREATER CLEVELAND**

**BOARD MEMBER, 2017 – PRESENT**

**LEAD SAFE CLEVELAND COALITION**

**STEERING COMMITTEE MEMBER, 2019 - PRESENT**

**ALLIANCE OF OHIO LEGAL AIDS**

**PRESIDENT, 2021 - PRESENT**

**VICE PRESIDENT, 2018 - 2020**

**CLEVELAND METROPOLITAN BAR ASSOCIATION**

**BOARD MEMBER, 2008 – 2013, 2016 – 2021**

**CLEVELAND-MARSHALL COLLEGE OF LAW**

**BOARD OF VISITORS MEMBER, 2009 - PRESENT**

**CLEVELAND LEADERSHIP CENTER**

**- LEADERSHIP CLEVELAND CLASS OF 2011**

**- LC SELECTION COMMITTEE 2012 - 2016**

**CLEVELAND COMMUNITY POLICE COMMISSION SELECTION PANEL**

**CO-CHAIR, 2015 - 2020**

**CENTER FOR COMMUNITY SOLUTIONS**

**BOARD MEMBER, 2006 - 2010**

**LEGAL SERVICES CORPORATION**

- HOUSING TASK FORCE, 2021 - PRESENT
- JUSTICE GAP STUDY ADVISORY GROUP, 2016 - 2017
- DATA PROJECT ADVISORY GROUP, 2013 - 2014
- PRO BONO TASK FORCE MEMBER, 2011 - 2012
- STATE JUSTICE COMMUNITY EVALUATION INSTRUMENT DESIGN TEAM, 2003

**OHIO ACCESS TO JUSTICE FOUNDATION**

BOARD MEMBER, *EX OFFICIO*, 2011 - 2014

**NATIONAL LEGAL AID AND DEFENDER ASSOCIATION**

- BOARD, EXECUTIVE COMMITTEE MEMBER, 2001 - 2003
- CIVIL POLICY GROUP, EXECUTIVE COMMITTEE MEMBER, 1998 - 2003
- CONFERENCE COMMITTEE MEMBER, 1998 - 2003

**PROJECT FOR THE FUTURE OF EQUAL JUSTICE**

ADVISORY COMMITTEE MEMBER, 1998 - 2000

**WOMANKIND, BOARD PRESIDENT**

Domestic Violence Agency, Machias, Maine 1992 - 1993

**AWARDS AND MEMBERSHIPS**

**THE CLEVELAND 500 – INFLUENCERS, DOERS, VISIONARIES, AND IDEA GENERATORS WHO HELP SHAPE THE CITY, CLEVELAND MAGAZINE, 2020, 2021**

**50 CLUB OF CLEVELAND, 2019 – PRESENT**

**IN COUNSEL WITH WOMEN, 2020 – PRESENT**

**WOMAN OF NOTE, CRAIN’S CLEVELAND, 2017**

**PRESIDENT’S AWARD, CLEVELAND METROPOLITAN BAR ASSOCIATION, 2017**

**IN-HOUSE COUNSEL AWARD, NON-PROFIT, CRAIN’S CLEVELAND, 2017**

**ADLER MISSION, JEWISH FEDERATION OF CLEVELAND, 2019**

**CLEVELAND RAPE CRISIS CENTER SING OUT! CHORALE, 2008 – PRESENT**

## **EDUCATION**

**JURIS DOCTOR, INDIANA UNIVERSITY SCHOOL OF LAW**  
BLOOMINGTON, MAY 1990; *Magna cum laude*; *Order of the Coif*

**BACHELOR OF ARTS, UNIVERSITY OF NOTRE DAME**  
SOUTH BEND, IN, MAY 1987; Major: History; *Cum laude*

## **PUBLICATIONS**

Cotter, Colleen. "Planning Your Own Transition into the Role of Executive Director." *MIE Journal*. Fall 2018.

Cotter, Colleen. "What Good is Data or Using Data for Good." *MIE Journal*. Spring 2015.

Cotter, Colleen. "An Outcome Measurement System: Beyond Reporting to Funders." *MIE Journal*. Fall 2012.

Cotter, Colleen, et al. "Creating the Legal Services Organizations our Clients Deserve: Salaries and Beyond." *Clearinghouse Review Journal of Poverty and Law*. Nov–Dec 2011.

Cotter, Colleen, et al. "Medical-Legal Partnership: Evolution or Revolution?" *Clearinghouse Review Journal of Poverty and Law*. July–Aug 2011.

Cotter, Colleen and Stephanie Jackson. "Attracting and Keeping Staff with Competitive Salaries and Benefits." *MIE Journal*. Fall 2010.

Cotter, Colleen and Catherine Carr. "Building our Future: Leadership and Professional Development." *MIE Journal*. Fall 2009.

Cotter, Colleen. "Justice and Healthy Communities." *Vital Speeches of the Day*. April 2007.

Cotter, Colleen, John Midgely and Klaus Sitte. "Transitioning Into the Executive Director Role." *MIE Journal*. Fall 2006.

Cotter, Colleen. "The Post-Merger Challenge: So We're Bigger, Now What?" *MIE Journal*. Summer 2004.

Cotter, Colleen and Julia Gordon. "Getting Your Money's Worth from Your Case Management System." *MIE Journal*. Fall 2004.

Cotter, Colleen and Julia Gordon. "Selecting and Implementing a Computerized Case Management System: A Guide for Managers." [REDACTED]

Licensed to practice law in Ohio and Indiana  
Inactive license to practice law in Maine



June 12th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Janice Contreras
Nov. 2nd 2019	Cuyahoga County Citizens' Advisory Council on Equity	Alaina Foster
Nov. 8th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Brianna Witt
Oct. 10th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Anne Laux
Oct. 12th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Layisha Bailey
Feb. 27th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Councilman Jones
Feb. 4th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Sonia Emerson
July 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Marsha Mockabee
July 21st 2020	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid
July 29th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Janterria Matthews
July 8th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Nichole Laird
June 12th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Eddie Taylor
June 12th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Randall McShepard
June 14th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Victor Ruiz
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Cordell Stokes
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Joshua Caruso
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Kenneth Chalker
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Stephen Caviness
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Habeebah Rasheed Grimes
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	India Lee
June 16th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Heidi Gullett
June 17th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Danielle Sydnor
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Sheila Wright
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Margaret Stanard
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Norreen Owen Thomas
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Michael Cheselka
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Anthony Luke
June 21st 2020	Cuyahoga County Citizens' Advisory Council on Equity	Perry Zohos
June 22nd 2020	Cuyahoga County Citizens' Advisory Council on Equity	Nicholas Santilli
June 22nd 2020	Cuyahoga County Citizens' Advisory Council on Equity	John Peshek

June 23rd 2020	Cuyahoga County Citizens' Advisory Council on Equity	Ariana Johnson
June 25th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Dr. Terrence Robinson
June 30th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Frances Mills
Nov. 30th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Elizabeth (Liz) Lazar
Oct. 19th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Nichole Laird
Oct. 1st 2019	Cuyahoga County Citizens' Advisory Council on Equity	Sharonda Whatley
Oct. 28th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Mary Ann Bradfield
Oct. 29th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Wendall Garth
Sept. 12th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Thomas McMillan
Sept. 25th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Ariana Johnson
Sept. 27th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Doreen Dunn-Berts
Sept. 27th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Rachel Balanson
Sept. 29th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Tiffany Tyson
Sept. 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid
Oct. 27th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Evan Bunch
Jan. 6th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid
May 14th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Glen Shumate
Oct. 12th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Annette Blackwell
Dec. 10th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Kayla Griffin
April 18th 2022	Cuyahoga County Citizens' Advisory Council on Equity	Donald Joly II
April 29th 2022	Cuyahoga County Citizens' Advisory Council on Equity	Alexis Crosby
June 8th 2022	Cuyahoga County Citizens' Advisory Council on Equity	Colleen Cotter

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0182

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Jonathan Stone to serve on the AIDS Funding Collaborative Advisory Committee for the term 7/1/2022 – 6/30/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the goal of The AIDS Funding Collaborative (AFC) is to strengthen the community’s response to HIV/AIDS as a public/private partnership providing coordination, leadership and funding in Greater Cleveland.; and

WHEREAS, members are defined as those organizations and individuals who have been invited or who petition for membership and are accepted by a majority (51%) affirmative vote of the AFC; and

WHEREAS, the AIDS Funding Collaborative Advisory Committee is a body of no less than 10, nor more than 26 members serving staggered terms; and

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

WHEREAS, the County Executive has nominated Jonathan Stone to serve on the AIDS Funding Collaborative Advisory Committee for the term 7/1/2022 – 6/30/2025.

**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 the Jonathan Stone to serve on the AIDS Funding Collaborative Advisory Committee for the term 7/1/2022 – 6/30/2025.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 21, 2022

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



June 9, 2022

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: AIDS Funding Collaborative Advisory Committee

Dear President Jones,

The AIDS Funding Collaborative (AFC) is to strengthen the community's response to HIV/AIDS as a public/private partnership providing coordination, leadership, advocacy and funding in Greater Cleveland. The AFC was established in 1994 in response to a recommendation by the local Citizens' Committee on HIV/AIDS to develop a "method of allocating and distributing community-based funding from local government, health departments, and the private sector." Since that time, the AFC has leveraged and invested nearly \$13 million to support HIV/AIDS-related services, capacity building activities and prevention efforts in Greater Cleveland. I am pleased to nominate the following individual for appointment to the AIDS Funding Collaborative (AFC):

#### New Appointment

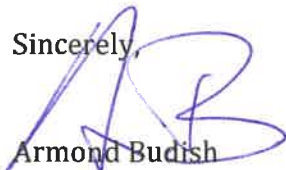
- **Jonathan Stone**, 3-year term, 7/1/2022 – 6/30/2025
  - Community-at-Large – will serve as a community representative for Cuyahoga County
  - Filling a vacancy
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following board(s)/commission(s): None

The AFC's governing body is comprised of representatives appointed by the AFC's funding partners, along with community-at-large members, and representatives of designated community organizations that do not provide funding but have expertise regarding HIV/AIDS and/or funding of HIV/AIDS programs and services. All representatives have an equal vote in the AFC's decision-making. Current funding partners are: The Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County, The City of Cleveland, The Cleveland Foundation, Cuyahoga County, The George Gund Foundation, and Mt. Sinai Health Care Foundation. The AIDS Clinical Trials Unit/Center for AIDS Research Clinical Core at Case Western Reserve University and the Ryan White Part A Program at the Cuyahoga County Board of Health participate in the AFC as designated organizations.

I have attached 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 is one candidate on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Jeane' Holley in my office at 216-698-2544.

Sincerely,



Armond Budish  
Cuyahoga County Executive

# Jonathan David Stone



## COMMUNICATIONS AND MARKETING EXPERIENCE

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**Downtown Cleveland Alliance, Cleveland Ohio**

2017 - Present

**Marketing and Communications Manager**

- Manage newsletters: build, edit and distribute content to stakeholders, public officials and real estate developers
- Identify, manage and coordinate stories produced in local publications; Produce monthly business development videos
- Plan, create and implement content that supports Downtown Cleveland property owners and real estate developers
- Coordinate media stories, create talking points for interviews with local media outlets
- Plan, manage, design content for Downtown Cleveland's annual reports and market updates
- Plan and organize monthly meetings with Downtown Cleveland's marketing professionals
- Support events such as the MetroHealth Cleveland Juneteenth Freedom Fest, Winterfest Tree Lighting Ceremony, Tall Ships Festival and 2019 MLB All Star Game
- Create native business development content placed in Crain's Cleveland Business, Crain's Detroit Business, Columbus Business First and Pittsburgh Times

**Cuyahoga Metropolitan Housing Authority, Cleveland, Ohio**

2015 – 2017

**Marketing and Communications Coordinator**

- Managed multiple social media platforms, including Facebook, Twitter, Instagram and YouTube
- Identified story angles, interviewed residents and wrote feature stories for social and media outlets
- Generated copy, photos and data for seven agency newsletters, advertisements and annual report
- Attended and photographed more than 50 events each year, documenting significant moments
- Planned and hosted events such as the annual Father's Day event, Landlord Forum and employee gala
- Created and maintained positive relationships with stakeholders and media contacts
- Managed purchasing process: researched vendors, gathered quotes and processed payments
- Created/designed marketing materials: promotional flyers and advertisements

## PROGRAM MANAGEMENT EXPERIENCE

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**Murtis Taylor Human Services, Cleveland, Ohio**

2014-2015

**Adult Case Manager, Community Psychiatric Support Treatment**

- Provided community support and advocacy to adults diagnosed with a severe mental illness
- Assisted individuals in succeeding by identifying, accessing, and advocating for needed services
- Reduced the symptoms of psychiatric illnesses; improved coping skills and strategies
- Built resilience, improved quality of life and community integration for clients

**Leaps-N-Boundz, Los Angeles, California**

2013-2014

**Social Skills Facilitator/Program Event Scheduler**

- Facilitated social skills sessions for students with autism – age-appropriate, fun and interactive
- Planned program events; coordinated communication with partners, parents and staff

**Open Doors Academy, Cleveland, Ohio**

2011-2013

**Program Coordinator Euclid-Central**

- Managed programming at sites; create, plan and implement enrichment activities
- Liaised with parents, teachers, principals and staff; supervised, evaluated, and supported staff
- Collected data for reporting; recruited students, managed academic and social performance

## EDUCATION

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**Case Western Reserve University, Cleveland, Ohio, Bachelor of Arts; Major: English**

2011

## HONORS AND SKILLS

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- CMHA Employee Champion of the Year (2016)
- Alpha Phi Alpha Fraternity Incorporated Pi Chapter, Chapter President, Member
- Case Western Reserve University Office of Multicultural Affairs, Scholarship recipient (2008), Men's Wrestling Team
- Microsoft Office: Excel, Word, Publisher, PowerPoint
- Adobe InDesign and social media tools/techniques
- Academic Coursework: literature and writing

- Photography- still and video



May 3rd 2022	AIDS Funding Collaborative Advisory Committee	Jonathan Stone
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# Memo



**TO: Sabrina Roberts**  
**FROM: Julie Patterson**  
**DATE: October 10, 2021**  
**RE: Nomination to be Cuyahoga County community representative to the AFC:  
Jonathan Stone**

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I am following up on our recent meeting with Jonathan Stone, Marketing & Communications Manager, Downtown Cleveland Alliance.

As you are aware, the AIDS Funding Collaborative (AFC) is committed to racial equity in our work to strengthen the community's response to HIV/AIDS in Greater Cleveland. In our most recent survey of our decision-making body, the AFC Advisory Committee, we asked members to submit demographic information, so we could compare our demographic makeup to the populations who are most heavily impacted by HIV in our county.

We learned that our Advisory Committee is quite diverse, with members who are about 50% white, majority female, and majority over age 50. To continue to improve on our diverse representation, we hope to recruit and retain new members of the Advisory Committee who are Black and/or Brown, male, under age 50, and who represent communities impacted by HIV.

In our meeting with Mr. Stone, he expressed an enthusiastic interest in joining the Advisory Committee as a community representative for Cuyahoga County. He is in his 30's, and a Black father of two who lives in one of the most heavily impacted zip codes in Cuyahoga County: 44102. Mr. Stone grew up in Cleveland, attended University School and Case Western Reserve University, is a member of Alpha Phi Alpha fraternity, and now works for Downtown Cleveland Alliance. His background includes serving the underserved as a social worker at Murtis Taylor and a program coordinator at Open Doors Academy. He is focused on public service and making an impact in the community, and recently spearheaded the first-ever Juneteenth events in downtown Cleveland.

His enthusiasm, professional and lived experience, and commitment to serving the underserved, make him a wonderful candidate to fill your open position for community representative on the AFC Advisory Committee.