



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

February 23, 2018

Cuyahoga County President Dan Brady
County Executive Armond Budish
Cuyahoga County Council
2079 E. 9th Street
Cleveland, Ohio 44115

Dear President Brady and County Executive Budish,

Cuyahoga County's Charter Section 9.02 (2) assigns the Personnel Review Commission with authority for administration of compliance with federal and state laws regarding personnel matters within the County Executive's organization and departments. Attached is the PRC's Fair Labor Standards Act (FLSA) Designation Review, completed as part of the PRC's work to fulfill this portion of the PRC's Charter responsibilities.

Amongst other things, the Fair Labor Standards Act establishes overtime pay regulations affecting employees in the private sector and in Federal, State, and local governments. Under the FLSA, positions that meet certain criteria are designated as exempt from the overtime requirements of the law; employees in non-exempt positions are required to earn overtime according to the provisions of the Act. The specific purpose of the PRC's Review was to verify that FLSA designations (as exempt or non-exempt) contained in the County's Human Resource Information System, SAP, are consistent with information included in the County's non-bargaining classification specifications. The designation as exempt or non-exempt in SAP drives the County's payroll computations and is therefore directly related to the County's compliance with this law. The fundamental purpose of this review was to ensure the integrity of data housed in SAP before the PRC conducts additional assessments of FLSA compliance.

The County's Information Technology department provided information that served as the basis for this review. An initial draft was presented to the Human Resources Department in November 2017; HR's responses are included in this Review. Issues identified in this review include: 1) exempt classifications were incorrectly identified as non-exempt, 2) non-exempt classifications were incorrectly identified as exempt, 3) conflicts in SAP FLSA designations (employees in the same classification were identified differently as to FLSA status), and 4) several inaccuracies in SAP data were identified.

Human Resources has addressed a portion of the concerns raised in this report, and certain issues remain unresolved at this time. The Human Resources department has agreed to provide a follow-up response to the PRC approximately six months from now, in August, 2018. The PRC will subsequently provide a follow-up report to you. If you have any questions, feel free to contact me directly at 216.443.5675.

Respectfully,

Rebecca Kopcienski, Director

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

cc: PRC Chairperson Debbie Southerington
PRC Commissioner F. Allen Boseman
PRC Commissioner Thomas Colaluca
Chairperson Shontel Brown, HR, A & E Committee
Vice-Chairperson Michael Gallagher, HR, A & E Committee
Councilwoman Yvonne Conwell, Member, HR, A & E Committee
Councilman Pernel Jones, Member, HR, A & E Committee
Councilman Dale Miller, Member, HR, A & E Committee
Councilwoman Nan Baker
Councilman Michael Hauser
Councilman Jack Schron
Councilwoman Sunny Simon
Councilman Scott Tuma
County Council Chief of Staff Joseph Nanni
County Council Clerk Jeanne Schmotzer
Law Director Robert Triozzi
Chief Talent Officer Douglas Dykes
Human Resources Director of Compensation & Benefits Holly Woods



Fair Labor Standards Act Designation Review 2017

**Prepared by
Cuyahoga County
Personnel Review Commission**

Background

Section 9.02 of the Cuyahoga County Charter gives the Personnel Review Commission (PRC) the responsibility for the administration of compliance with federal and state laws regarding personnel matters within the County Executive's organization and departments. This Compliance Review is focused on the Fair Labor Standards Act (FLSA), a federal law that, among other things, regulates overtime pay for covered employees. Proper designation of employees, as exempt or non-exempt, is paramount to compliance with the FLSA as this designation determines the employee's eligibility for certain overtime provisions of the statute.

Objective and Methodology

The objective of this initial FLSA audit was to verify that FLSA designations for **classified, non-bargaining positions** (as designated by the classification specification) are correctly reflected in SAP, the County's Human Resources Information System. The scope of this audit did not include an analysis of whether the FLSA designations assigned to the classifications were accurate; this issue will be addressed in a later audit. Future audits will be designed to further assess the County's compliance with this federal law; the initial effort here is to determine whether FLSA designations in SAP match the designation identified in the classification specifications.

The PRC was provided with a SAP spreadsheet dated August 19, 2017 that contained the following data fields:

- Personnel Number
- Employee First and Last Name
- Job Title
- Civil Service Status (classified or unclassified)
- Department
- Appointing Authority
- Bargaining Status
- FLSA Status (Exempt or Non-Exempt)

In addition to the SAP spreadsheet, the PRC reviewed the classification specifications (those in the new form, which identifies the FLSA designation), and a list of the designations for the old form classification specifications provided by The Archer Company ("Archer"), the consultant that performs the FLSA analysis for County classifications.

Summary Conclusion

The PRC has identified inconsistencies between the FLSA designation for the classification specification and the FLSA designation in SAP. The PRC has additionally

identified other concerns regarding the accuracy of SAP data. The designation contained in SAP drives the designation in the payroll system, which means the correct designation in SAP is critical to the County’s compliance with the FLSA. The errors should be addressed promptly and control mechanisms should be developed by the County to periodically review FLSA designations to ensure compliance.

COMPLIANCE REPORT

DATA ACCURACY ISSUES

The review revealed several inconsistencies between the FLSA designation assigned to the classification specifications and those contained in SAP.

1. Exempt Classifications Incorrectly Identified as Non-Exempt

- Issue: The PRC identified 24 instances where employees are designated in SAP as Non-Exempt; however, their classification is designated as Exempt. This means the employees are coded in the payroll system to earn overtime pay despite being in a classification that is not required under the FLSA to receive overtime pay.

Personnel Number	Job Title	SAP FLSA Designation	Class Spec FLSA Designation
397	Accountant 2	Non-Exempt	Exempt
206032	Administrative Officer	Non-Exempt	Exempt
224152	Budget Officer 2	Non-Exempt	Exempt
4617	Budget Officer 2	Non-Exempt	Exempt
221430	Budget Officer 2	Non-Exempt	Exempt
9254	Budget Officer 2	Non-Exempt	Exempt
219362	Budget Officer 2	Non-Exempt	Exempt
205977	Budget Officer 2	Non-Exempt	Exempt
210649	Budget Officer 2	Non-Exempt	Exempt
213807	Contract Compliance Officer	Non-Exempt	Exempt
218775	Contract Compliance Officer	Non-Exempt	Exempt
205836	Development Finance Analyst	Non-Exempt	Exempt
222276	Employment Contract Negotiator	Non-Exempt	Exempt
221394	Employment Contract Negotiator	Non-Exempt	Exempt
223322	Engineering Map Supervisor	Non-Exempt	Exempt
692	Fiscal Officer 1	Non-Exempt	Exempt
226	Fiscal Officer 1	Non-Exempt	Exempt
221638	Senior Training Officer	Non-Exempt	Exempt
7925	Senior Training Officer	Non-Exempt	Exempt
8516	Senior Training Officer	Non-Exempt	Exempt

8975	Senior Training Officer	Non-Exempt	Exempt
9270	Senior Training Officer	Non-Exempt	Exempt
218074	Senior Training Officer	Non-Exempt	Exempt
202147	Senior Assessment Specialist	Non-Exempt	Exempt

- Update: HR representatives requested that we confirm with Archer that the FLSA designation on the classification specification of the listed classifications is correct. Archer confirmed the designations are correct on November 6, 2017. See Attachment 1.
- Recommendation: The FLSA designation for the listed positions should be changed in SAP to the correct designation of Exempt. A review should be conducted to determine whether any of these employees earned overtime pay as a result of the incorrect SAP designation. If any of these employees earned overtime compensation in violation of the County’s Policies and Procedures Manual, the County should make a determination regarding whether it is appropriate to recoup the erroneous payments.
- HR Response: With regard to the Budget Officer 2 classification, the appropriate changes have been made in SAP.

PRC representatives met with HR representatives on December 1, 2017 to discuss this issue. HR stated that it would conduct a review to determine whether any of these employees earned overtime compensation. On January 29, 2018 upon inquiry HR stated that the review was ongoing and there was no status to report.

2. Non-Exempt Classifications Incorrectly Identified as Exempt

- Issue A: The PRC identified 21 instances where employees are designated in SAP as Exempt; however, their classification is designated as Non-Exempt. This means an employee who is entitled to overtime under the FLSA is incorrectly designated in SAP as not eligible for overtime. In short, if these employees work overtime hours they are not earning overtime pay in violation of the FLSA.

Personnel Number	Job Title	SAP FLSA Designation	Class Spec FLSA Designation
483	Building Rehabilitation Specialist	Exempt	Non-Exempt
4629	Groundskeeper Supervisor	Exempt	Non-Exempt
223735	Purchasing Agent	Exempt	Non-Exempt
221358	Purchasing Agent	Exempt	Non-Exempt
222239	Purchasing Agent	Exempt	Non-Exempt

201788	Purchasing Agent	Exempt	Non-Exempt
210471	Purchasing Agent	Exempt	Non-Exempt
205929	Purchasing Agent	Exempt	Non-Exempt
216844	Senior Administrative Secretary	Exempt	Non-Exempt
204952	Senior Administrative Secretary	Exempt	Non-Exempt
208458	Senior Administrative Secretary	Exempt	Non-Exempt
222998	Senior Administrative Secretary	Exempt	Non-Exempt
212885	Senior Administrative Secretary	Exempt	Non-Exempt
2776	Senior Administrative Secretary	Exempt	Non-Exempt
206248	Senior Administrative Secretary	Exempt	Non-Exempt
219787	Senior Administrative Secretary	Exempt	Non-Exempt
9491	Senior Administrative Secretary	Exempt	Non-Exempt
7514	Senior Administrative Secretary	Exempt	Non-Exempt
7287	Senior Administrative Secretary	Exempt	Non-Exempt
8228	Senior Examiner	Exempt	Non-Exempt
8750	Senior Examiner	Exempt	Non-Exempt

- Update: HR representatives requested that we confirm with Archer that the FLSA designation on the classification specification of the listed classifications is correct. Archer confirmed the designations are correct on November 6, 2017. See Attachment 1.
- Recommendation: The FLSA designation for the listed positions should be changed in SAP to the correct designation of Non-Exempt. The County should conduct a review to determine whether any of these employees worked overtime that they were not compensated for as a result of the incorrect SAP designation. If any of these employees worked overtime without proper compensation per the FLSA, HR should consult with the Law Department regarding appropriate next steps.
- HR Response: PRC representatives met with HR representatives on December 1, 2017 to discuss this issue. HR stated that it would conduct a review to determine whether any of these employees earned overtime compensation. On January 29, 2018 upon inquiry HR stated that the review was ongoing and there was no status to report.

With regard to the Building Rehabilitation Specialist classification listed above, HR has indicated that this Employee is in the Building Rehabilitation Specialist Supervisor classification but due to character limitations in SAP the complete Job Title is not present on the SAP Report provided to the PRC. No action regarding this employee needs to be taken by HR.

- Issue B: The PRC has identified an additional classification that may be a Non-Exempt Classification designated as Exempt in SAP. The information

from the Archer Company is conflicting. The information provided to the PRC was that the Classification was Non-Exempt however the classification specification (created by HR in 2013) indicates the Classification is Exempt.

Personnel Number	Job Title	SAP FLSA Designation	Class Spec FLSA Designation
211656	Systems Analyst	Exempt	Non-Exempt
3081	Systems Analyst	Exempt	Non-Exempt
2660	Systems Analyst	Exempt	Non-Exempt
210580	Systems Analyst	Exempt	Non-Exempt
2665	Systems Analyst	Exempt	Non-Exempt
220917	Systems Analyst	Exempt	Non-Exempt
9674	Systems Analyst	Exempt	Non-Exempt

- Update: Archer has notified the PRC that at one time the classification was categorized as Non-Exempt; however, the classification is now correctly designated as Exempt. The PRC updated the classification specification to reflect the correct FLSA designation. See Attachment 2. No action needs to be taken by HR.

3. Conflict in SAP FLSA Designation

- Issue: The PRC identified one Classification [Project Manager] wherein the employees in the same classification are given different FLSA designations.

Personnel Number	Job Title	SAP FLSA Designation	Class Spec FLSA Designation
221554	Project Manager	Non-Exempt	Non-Exempt
10690	Project Manager-ERP/GIS	Exempt	Non-Exempt (Project Manager)

- Update: Archer notified the PRC that the Project Manager classification should be designated as Exempt. See Attachment 3. The PRC updated the classification specification to reflect the correct FLSA designation.
- Recommendation: SAP should be updated for the employee designated as Non-Exempt listed above.
- HR Response: HR states that the incumbent who is listed as Non-Exempt was recently reassigned to the Senior Project Manager classification due to a position audit. HR states it will look to the PRC as to the effective date of the FLSA status because it is “unclear if this is considered a re-evaluation of the classification and considered a substantive change which requires approval by Council...or was simply an error on the part of the PRC.”

PRC Response: The Project Manager classification has been designated Exempt since 2011, prior to the PRC administering the

class plan. In any event, a review should be conducted to determine if the employee earned overtime prior to the date s/he was reassigned to the Senior Project Manager classification.

SAP INACCURACIES

While performing this review several instances of erroneous SAP entries came to our attention, some of which directly affect the FLSA determination.

- Issue A: The Job Title in SAP is not in the Class Plan. The PRC was therefore unable to confirm whether the FLSA status in SAP matched the status assigned to the classification. The audit revealed sixteen such instances. See Attachment 4.
- HR Response: HR determined that errors in the SAP Report provided to the PRC or changes made in SAP after the date of the SAP Report were the source of the errors for the Administrative Clerk Fiscal, Chief Section Architect, Construction Supervisor, Construction Superintendent, Engineer, Pathology Fellow, Social Worker, and Temporary Help. HR reports that the FLSA designations in SAP are correct for these classifications/incumbents.

HR will correct the classification for two Engineers to Senior Project Manager and correct their FLSA status (Exempt) in SAP. HR will review the employee records to identify whether overtime was earned. Also, HR will update the SAP information for the Kennel Operations Supervisor which is now the Animal Shelter Medical Supervisor as a result of routine class plan maintenance.

HR recommends that the PRC create a classification for the Chaplain position and restore the Assistant Maintenance Superintendent classification to the class plan.

- Issue B: The Job Title in SAP is incorrect, contains errors, or is incomplete. The audit revealed sixty-four such entries. See Attachment 5.
- HR Response: HR reviewed the identified classifications/incumbents and determined that all FLSA designations in SAP are correct.
- Issue C: The PRC was unable to obtain information regarding the FLSA designation for three classifications, which include 77 employees: EFS Supervisor, Neighborhood Center Manager and Senior EFS Supervisor. Consequently, we were unable to confirm whether the FLSA status in SAP matched the status assigned to the classification. See Attachment 6.
 - Update: Archer notified the PRC that these three classifications should be designated as Exempt. The SAP FLSA designation for

the employees assigned to these classifications accurately reflects the designation confirmed by Archer. See Attachment 7. No action needs to be taken by HR.

- Issue D: The audit revealed a few miscellaneous errors: unclassified employees identified in SAP as classified, incorrect Appointing Authority/Department, and missing Appointing Authority/Department data. See Attachment 8.
- HR Response: HR has made the necessary corrections to the extent the SAP system allows.

Index of Attachments

Attachment 1 – November 6, 2017 Memorandum form The Archer Company

Attachment 2 – September 13, 2017 E-Mail from the Archer Company

Attachment 3 – September 25, 2017 E-Mail from The Archer Company

Attachment 4 – Spreadsheet – Job Title not in Class Plan

Attachment 5 – Spreadsheet – Incorrect Job Title

Attachment 6 – Spreadsheet – No Information re: FLSA Designation

Attachment 7 – September 25, 2017 E-Mail from The Archer Company

Attachment 8 - Spreadsheet -Miscellaneous Data Errors

Attachment 9 – November 28, 2017 HR Response Letter

Memo

To: Albert Bouchahine, Classification Manager

From: Jim Battigaglia, the Archer Company

Date: November 6, 2017

Re: FLSA Reviews

The Personnel Review Commission recently requested that the Archer Company review the FLSA recommendations for specific classifications. Our recommendations are provided below.

Accountant 2

The classification's function is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state and local regulations.

Specific essential functions include the following:

- Coordinates accounting activities of the departmental unit.
- Coordinates accounts payable, accounts receivable, appropriation adjustments, develops budgets, reconciles accounts, and maintains computer generated systems and reports.
- Prepares monthly financial reports; audits FAMIS postings; prepares actions for County Council.
- Audits tax budget; sets tax rates for political subdivisions; maintains bond/note system.
- Establishes and maintains accounting systems of investment data; maintains and analyzes investment activity records.
- Monitors programs and prepares reports.

The classification requires a Bachelor's degree and two years of experience.

This classification appears to meet the administrative category for FLSA exempt classification.

Administrative Officer

The classification's function is to assist higher-level administrator plan, direct and coordinate a division of sub-division.

Specific essential functions include the following:

- Establishes and implements procedures for division, sub-division or program.
- Interprets laws, rules and regulations.
- Assures that all activities are within relevant statutes, and regulations.
- Assists with developing policies.
- Assists with developing budget and approves expenditures.
- Prepares various reports.
- Serves as a liaison with other departments, organizations and private entities.
- Supervises assigned staff. The classification requires a high school diploma and one year of experience.

This classification's requires a Bachelor's degree and three years of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Budget Officer 2

The classification's purpose is to function as a lead worker over lower-level budget officers and assigned staff in preparing, evaluating and coordinating budgets and budgetary programs.

Specific essential functions include the following:

- Functions as a lead worker.
- Allocates financial resources among departmental services within fiscal constraints.
- Monitors appropriation utilization and realignment of appropriations.
- Analyzes and advises management on annual expenditures.
- Notifies management of Federal and state funding for short term projects.
- Compiles information to determine service costs.
- Reviews and approves invoices for payment.
- Prepares various departmental financial reports.

This classification requires a Bachelor's degree and two years of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Contract Compliance Officer

The classification function is to review and evaluate applications for the County's various diversity/inclusion programs and monitor contracts for compliance to assure Diversity and Inclusion.

Specific essential functions include the following:

- Reviews and evaluates applications for the County's various diversity/inclusion programs.
- Monitors contracts for compliance.
- Investigates alleged violations of the program.
- Conducts onsite audits to verify accuracy of business information.
- Provides technical assistance to businesses regarding diversity requirements.
- Meets with clients and directors to inform them of certification.
- Prepares reports, forms and correspondence regarding diversity program.

The classification requires a Bachelor's degree and one year of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Development Finance Analyst

The classification function is to serve as a contract compliance officer for construction projects.

Specific essential functions include the following:

- Assists architects and engineers conduct pre-bid conferences.
- Conducts pre-construction conferences.
- Conducts site visits at various phases of construction.
- Conduct Davis-Bacon interviews for prevailing wage compliance.
- Administers and manages Storefront Renovation program.
- Provides Technical assistance to complete loan package.
- Reviews loan packages and analyzes collateral.
- Reviews documentation for approval of disbursements.
- Conducts presentations to local businesses and private agencies.
- Administers and manages the CDBG Municipal Grant Program.
- Plans and presents annual municipal grant program seminar.

The classification requires a Bachelor's degree and one year of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Employment Contract Negotiator

The classification's function is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Specific essential functions include the following:

- Prepares contracts, amendments and statements of work.
- Develops and maintains contract reporting controls.
- Reviews profit and non-profit budgets.
- Ensures operations are within Federal and state regulations.
- Evaluates, negotiates and prepares contracts with new and existing service providers.
- Reviews and evaluates proposals submitted through RFP process.
- Obtains and reviews contract statistical performance data.
- Writes and issues needed corrective actions.
- Conducts cost/price analysis.

The classification requires a Bachelor's degree and three years of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Engineering Map Supervisor

The classification's purpose is to plan, coordinate, schedule, and supervise the Tax Map Unit and maintain information for the Geographical Information System.

Specific essential functions include the following:

- Approves all survey plats, condominium plats, lot splits and new legal descriptions for property within the County.
- Maintains the property tax maps for the County.
- Maintains the property information for the GIS.
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction.
- Reviews, revises and corrects mistakes or errors in the tax maps.
- Assists the Fiscal Office in interpreting legal descriptions; assists the Prosecutor's Office in interpreting legal descriptions on foreclosed property

The classification requires Bachelor's degree and five years of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Fiscal Officer 1

The classification's purpose is to coordinate and monitor a variety of fiscal activities including fiscal planning and policy development recommendation and to provide direct supervision to accounting, clerical, or other support staff.

Specific essential functions include the following:

- Coordinates and monitors fiscal management and control activities.
- Prepares and maintains records, reports, studies, and correspondence related to fiscal activities and operations.
- Supervises accounting, clerical and other staff.
- Implements management planning and organizes staff and work to meet objectives.
- Advises supervisor and/or administrative staff on fiscal and/or budgetary matters, procedures and problems.
- Interprets applicable regulations, policies, and procedures.

The classification requires an Associate's degree and one year of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Senior Training Officer

The classification's purpose is to plan, prepare and deliver training program(s) to department employees and to supervise lower level training personnel.

Specific essential functions include the following:

- Coordinates the work of lower level training officers and/or contract trainers.
- Assigns work and reviews completed work assignments.
- Approves contracting authorizations for trainers.
- Conducts and tabulates training needs analysis.
- Designs and develops lesson plans to meet established training goals.
- Implements training programs for department employees.
- Analyzes training evaluation results to improve program(s).
- Responds to written or verbal inquiries regarding training program(s).

The classification requires Bachelor's degree and two years of experience.

This classification appears to meet the administrative category for FLSA exempt recommendation.

Senior Examiner

The classification's purpose is to assist home daycare providers pass their licensing inspection and to ensure that all daycare activities and billings are in compliance with applicable laws, rules and procedures.

Specific essential functions include the following:

- Prepares payment adjustments and related reports and documentation.
- Prepares and submits adjustments to Ohio Department of Job and Family Services (ODJFS) on behalf of providers.
- Prepares monthly activity report for all adjustments.
- Provides information and handles provider problems.
- Examines and verifies that all day care activities are in compliance with applicable laws, rules and procedures.
- Consults with prospective providers on regulations, standards and provider technical assistance.
- Reviews and processes applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes.

The classification requires a Bachelor's degree and two years of experience.

This classification not meet any exempt categories.

Senior Administrative Secretary

The classification's purpose is to relieve a department director and/or deputy director of routine and non-routine administrative functions and serve as a liaison with elected/appointed officials, various departments, general public, and County staff.

Specific essential functions include the following:

- Functions as the department designee on various committees by attending meetings and assisting in the committee's functions.
- Plans and arranges conferences and special events by locating site or facility, planning meals and lodging and producing conference materials.
- Collects and reviews signatures for documents.
- Maintains personnel and budgetary records.
- Assists in budget preparation and administration.
- Performs clerical tasks.
- Performs administrative tasks.
- Produces final draft and/or final copy of documents.

The classification requires a High School diploma and five years of experience.

This classification does not meet any exempt categories.

Senior Assessment Specialist

The classification's purpose is to provide master's degree level medical social work and mental health assessments to Medicare/Medicaid clients and advocate for clients' medical coverage.

Specific essential functions include the following:

- Conducts medical social work assessments.
- Conducts goal setting and treatment planning with clients.
- Coordinates and mobilizes community resources to maximize client health, adjustment and independent living.
- Motivates clients to discover adaptive strategies and to comply with treatment regimens.
- Advocates with Medicaid, My Care Ohio, and HMO(s) for clients' medical coverage, securing medical supplies and equipment and housing needs.
- Maintains case records, data and supportive materials.

The classification requires Master's degree and three years of experience.

This classification appears to meet the administrative and learned categories for FLSA exempt recommendation.

Building Rehabilitation Specialist

The classification's purpose is to perform specialized office and/or field work involving the planning, implementing, coordinating, and managing of housing rehabilitation activities for the Community Development Division.

Specific essential functions include the following:

- Manages and inspects residential and commercial structures to determine rehabilitative work required to correct health and safety issues, housing quality standard and/or building code deficiencies.
- Inspects rehabilitation projects for compliance with workmanship standards, trade specifications, building and housing codes, property rehabilitation standards, contract conditions, and progress payment disbursements.
- Provides technical guidance to property owners, contractors, and building officials
- Reviews new materials and methods issued in building construction.
- Prepares payment adjustments and related reports and documentation.
- Coordinates the contractor bids and work specifications.
- Develops work specifications and cost estimates utilizing construction software.
- Processes and reviews contractor invoices for final payment

The classification requires an Associate's degree and three years of experience.

This classification not meet any exempt categories.

Groundskeeper Supervisor

The classification's purpose is to supervise Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds.

Specific essential functions include the following:

- Directs staff to ensure work completion and maintenance of standards.
- Ensures personnel safety.
- Plans, assigns and reviews work and provides training and instruction.
- Evaluates employee performance.
- Performs routine maintenance and grounds maintenance duties.
- Maintains landscaping and other grounds features by mulching, weeding, trimming, and edging.
- Plants flowers, foliage, shrubs, and grass; trims bushes and trees.

The classification requires a High School diploma and two years of experience.

This classification not meet any exempt categories.

Purchasing Agent

The classification's purpose is to procure equipment, supplies, materials and services for the County and to prepare and review product or specifications and evaluations for various purchases.

Specific essential functions include the following:

- Confirms and expedites purchase orders.
- Processes state contract purchases, sole source purchases, field buyer requisitions and legal advertisements.
- Prepares invitations to bid for County department contracts.
- Reviews Requests for Proposals and Requests for Qualifications and prepares award recommendations.
- Conducts pre-bid conferences and presides at bid openings.
- Prepares and reviews product and services specifications and evaluations for various purchases.
- Prepares various records and documents related to procurement activities.

The classification requires an Associate's degree and two years of experience.

This classification not meet any exempt categories.

Sara Decaro

From: Ashley Marcinick
Sent: Wednesday, September 13, 2017 10:13 AM
To: Sara Decaro
Subject: FW: FLSA status

Please see Archer's response below.

Ashley Marcinick

Classification & Compensation Specialist
Personnel Review Commission
2429 Superior Viaduct
Cleveland, Ohio 44113
(p): 216.698.6437
(f): 216.443.3694

From: Jim Battigaglia [mailto:jimbattigaglia@archercompany.com]
Sent: Wednesday, September 13, 2017 10:09 AM
To: Ashley Marcinick <amarcinick@cuyahogacounty.us>
Cc: Albert Bouchahine <ABouchahine@cuyahogacounty.us>
Subject: Re: FLSA status

Good Morning Ashley,

I apologize for the delay in responding to you. Initially, we classified the Systems Analyst as non-exempt and assigned to Schedule A. However, the classification should now be considered exempt. The classification qualifies for the computer exemption and the Schedule B salary range is greater than Schedule A. Let me know if you have any other questions.

Jim Battigaglia, Regional Director

The Archer Company

7652 Sawmill Road, #295

Dublin, Ohio 43016

614.891.7034

Sara Decaro

From: Albert Bouchahine
Sent: Tuesday, September 26, 2017 9:06 AM
To: Sara Decaro; Verona Blonde
Subject: FW: Question

Sara:

Project Manager 1065512 should be Exempt.

Verona:

Please change the spec. to Exempt, the alpha listing and update the website.

Thanks,
Albert

From: Jim Battigaglia [mailto:jimbattigaglia@archercompany.com]
Sent: Monday, September 25, 2017 6:10 PM
To: Albert Bouchahine <ABouchahine@cuyahogacounty.us>
Subject: Re: Question

Pay grade 11 - exempt.

Jim Battigaglia, Regional Director

The Archer Company

7652 Sawmill Road, #295

Dublin, Ohio 43016

614.891.7034

From: Albert Bouchahine <ABouchahine@cuyahogacounty.us>
Sent: Friday, September 22, 2017 10:46 AM
To: Jim Battigaglia
Subject: Question

We have **Project manager 1065512** as being Non-Exempt. Is that what your records indicate?

Pers.no.	Job Title	Description of position	Status	Department	Appointing Authority	Bargaining Status	Exempt Status	Notes
1188	Administrative Clerk Fisc	Administrative Clerk Fisc	Classified	FISCAL OFFICE	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
206370	Chaplain	Chaplain	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
223933	Chief Section Architect	Chief Section Architect	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	Y	Job Title not in Class Plan
10622	Construction Supervisor	Construction Supervisor	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
10469	Constrution Superintenden	Assistant Maintenance Sup	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	Y	Job Title not in Class Plan
219182	Engineer	Engineer	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
10603	Engineer	Senior Project Manager	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
10549	Engineer	Senior Project Manager	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
205369	Part Time Chaplain	Part Time Chaplain	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
208190	Part Time Chaplain 2	Part Time Chaplain 2	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	Y	Job Title not in Class Plan
224589	Pathology Fellow	Pathology Fellow	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	Y	Job Title not in Class Plan
224404	Pathology Fellow	Pathology Fellow	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	Y	Job Title not in Class Plan
224211	Social Worker 3	Social Worker 3	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan
221953	Temporary Help	Temporary Help	Classified	FISCAL OFFICE	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan - EE since 2015
222091	Temporary Help	Temporary Help	Classified	FISCAL OFFICE	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan - EE since 2015
4860	Kennel Operations Supervi	Kennel Operations Supervi	Classified	PUBLIC WORKS (CEN	COUNTY EXECUTIVE	NON BARGAINING	N	Job Title not in Class Plan

Pers.no.	Job Title	Description of position	Status	Department	Appointing Authority	Bargaining Status	Exempt Status	Notes
10666	Bride Inspector	Senior Bridge Inspector	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Senior Bridge Inspector
209779	Bride Inspector	Senior Bridge Inspector	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Senior Bridge Inspector
10527	Bride Inspector	Senior Bridge Inspector	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Senior Bridge Inspector
202669	Building Maintenance Supe	Building Maintenance Supe	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	N	Incomplete title - Building Maintenance Supervisor
5055	Building Maintenance Supe	Building Maintenance Supe	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	N	Incomplete title - Building Maintenance Supervisor
4933	Building Maintenance Supe	Building Maintenance Supe	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title - Building Maintenance Superintendent
1175	Building Maintenance Supe	Building Maint Superinten	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title - Building Maintenance Superintendent
200521	Building Maintenance Supe	Building Maint Superinten	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title - Building Maintenance Superintendent
221620	Building Maintenance Supe	Building Maintenance Supe	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title - Building Maintenance Superintendent
219107	Fleet Services Supervisor	Fleet Services Manager	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	Y	Manager or Supervisor?
215677	Maintenance Superintenden	Sewer Maintenance Superin	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	Y	Title?
980	Manager Voice / Video Com	Manager Voice / Video Com	Classified	DEPARTMENT OF INFORMATION	COUNTY EXECUTIVE	NON BARGAINING	Y	Incorrect title - Voice Video Communications Manager
215147	Multi-Media Developer	Multi-Media Developer	Classified	DEPARTMENT OF INFORMATION	COUNTY EXECUTIVE	NON BARGAINING	Y	Incorrect title - Multi-media Manager
796	Residential/Agricultural	Residential/Agricultural	Classified	FISCAL OFFICE	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title - Residential/Agricultural Appraiser Coordinator
739	Residential/Agricultural	Residential/Agricultural	Classified	FISCAL OFFICE	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title - Residential/Agricultural Appraiser Coordinator
206369	Senior CECOMS Operations	Senior CECOMS Operations	Classified	PUBLIC SAFETY AND JUSTICE SER	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Senior CECOMS Operations Supervisor
10496	Technician PW	Survey Technician 2	Classified	PUBLIC WORKS (CENTRALIZED SE	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title -Survey Technician?
219571	Employee Benefits Analyst	Employee Benefits Analyst	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	Benefits Analyst?
201232	Employee Benefits Analyst	Employee Benefits Manager	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	Benefits Analyst?
213256	Employee Relations Specia	Employee Relations Specia	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	1 or 2?
8511	Employee Relations Specia	Employee Relations Specia	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	1 or 2?
211958	Employee Relations Specia	Employee Relations Specia	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	1 or 2?
219488	Employee Relations Specia	Employee Relations Specia	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	1 or 2?
219938	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
212583	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
220185	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
224064	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
223716	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
2640	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
223717	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
206139	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
216678	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
2666	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
212578	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
219916	Medical Examiner Investig	Medical Examiner Investig	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	N	1 or 2?
8263	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
8662	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
205121	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
7211	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
9713	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
8577	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
9171	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
212627	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
210015	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
7539	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
9611	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
8594	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
202704	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
8733	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
205390	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor

8644	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
9760	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
8350	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
8116	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
9074	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
203259	Principal Support Officer	Principal Support Officer	Classified	OHIO JOB AND FAMILY SERVICES	COUNTY EXECUTIVE	NON BARGAINING	Y	Incomplete title- Principal Support Officer Supervisor
213590	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
2174	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
221586	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
1730	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
200267	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
219440	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
1856	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.
221676	Civil Deputy	Civil Deputy	Classified	COUNTY SHERIFF	COUNTY EXECUTIVE	NON BARGAINING	N	Incorrect title - Process server is correct title.

Sara Decaro

From: Albert Bouchahine
Sent: Tuesday, September 26, 2017 9:08 AM
To: Sara Decaro; Verona Blonde
Subject: FW: Questions

Sara:

All 3 specs referenced below are Exempt.

Verona:

Please ensure that the 3 specs are accurate and make changes if necessary.

Thanks,
Albert

From: Jim Battigaglia [mailto:jimbattigaglia@archercompany.com]
Sent: Monday, September 25, 2017 6:02 PM
To: Albert Bouchahine <ABouchahine@cuyahogacounty.us>
Subject: Re: Questions

Albert,

I recommend exempt for all these classifications.

Jim Battigaglia, Regional Director

The Archer Company

7652 Sawmill Road, #295

Dublin, Ohio 43016

614.891.7034

From: Albert Bouchahine <ABouchahine@cuyahogacounty.us>
Sent: Friday, September 22, 2017 10:49 AM
To: Jim Battigaglia
Subject: Questions

Pers.no.	Job Title	Description of position	Status	Department	Appointing Authority	Bargaining Status	Exempt Sta	Notes
222831	Director of HR Benefits &	Director of HR Benefits &	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	Y	Unclassified
220095	Division Supervisor	Division Supervisor	Classified	CLERK OF COURTS	COUNTY EXECUTIVE	NON BARGAINING	Y	Unclassified
217096	Medical Examiner	Medical Examiner	Classified	MEDICAL EXAMINER	COUNTY EXECUTIVE	NON BARGAINING	Y	Unclassified
8355	Groundskeeper	Groundskeeper	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	N	Not Executive employees
224402	Groundskeeper	Groundskeeper	Classified	HUMAN RESOURCES	COUNTY EXECUTIVE	NON BARGAINING	N	Not Executive employees
1506	Certified Network Enginee	Certified Network Enginee	Classified			NON BARGAINING	Y	Department and Appointing Authority?
202731	Data Systems Security Coo	Data Systems Security Coo	Classified			NON BARGAINING	Y	Department and Appointing Authority?
205507	Developer 1	Developer 1	Classified			NON BARGAINING	Y	Department and Appointing Authority?
208703	Developer 2	Developer 2	Classified			NON BARGAINING	Y	Department and Appointing Authority?
9641	Developer 2	Developer 2	Classified			NON BARGAINING	Y	Department and Appointing Authority?
213173	Developer 2	Developer 2	Classified			NON BARGAINING	Y	Department and Appointing Authority?
222810	Developer 2	Developer 2	Classified			NON BARGAINING	Y	Department and Appointing Authority?
202911	Developer 3 - ISC	Developer3- ISC	Classified			NON BARGAINING	Y	Department and Appointing Authority?
222811	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
1093	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
1048	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224558	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
205846	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
4309	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
1105	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
222820	Information Systems Analy	Information Systems Analy	Classified			NON BARGAINING	Y	Department and Appointing Authority?
9661	IT Service Desk Superviso	IT Service Desk Superviso	Classified			NON BARGAINING	N	Department and Appointing Authority?
208718	IT Service Desk Superviso	IT Service Desk Superviso	Classified			NON BARGAINING	N	Department and Appointing Authority?
8362	Network Administrator	Network Administrator	Classified			NON BARGAINING	N	Department and Appointing Authority?
9741	Network Administrator	Network Administrator	Classified			NON BARGAINING	N	Department and Appointing Authority?
7848	Network Administrator	Network Administrator	Classified			NON BARGAINING	N	Department and Appointing Authority?
221682	Network Administrator	Network Administrator	Classified			NON BARGAINING	N	Department and Appointing Authority?
10062	Network Administrator	Network Administrator	Classified			NON BARGAINING	N	Department and Appointing Authority?
223734	Network Administrator	Network Administrator	Classified			NON BARGAINING	N	Department and Appointing Authority?
7456	Network Engineering Admin	Network Engineering Admin	Classified			NON BARGAINING	Y	Department and Appointing Authority?
205631	Senior Certified Network	Senior Certified Network	Classified			NON BARGAINING	Y	Department and Appointing Authority?
205730	Senior Database Administr	Senior Database Analyst	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224360	Senior Info Tech Project	Senior Info Tech Project	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224363	Senior Info Tech Project	Senior Info Tech Project	Classified			NON BARGAINING	Y	Department and Appointing Authority?
205727	Software Specialist	Software Specialist	Classified			NON BARGAINING	N	Department and Appointing Authority?
212067	Talent Acquisition & Empl	Talent Acquisition & Empl	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224038	Talent Advisor	Talent Advisor	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224040	Talent Advisor	Talent Advisor	Classified			NON BARGAINING	Y	Department and Appointing Authority?
222752	Talent Advisor	Talent Advisor	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224027	Talent Advisor	Talent Advisor	Classified			NON BARGAINING	Y	Department and Appointing Authority?
224039	Talent Advisor	Talent Advisor	Classified			NON BARGAINING	Y	Department and Appointing Authority?
206760	Web & Applications Dev Ad	Web & Applications Dev Ad	Classified			NON BARGAINING	Y	Department and Appointing Authority?
5131	Web Development & Applica	Web Development & Applica	Classified			NON BARGAINING	Y	Department and Appointing Authority?

9398	Web Development & Applica	Web Development & Applica	Classified			NON BARGAINING	Y	Department and Appointing Authority?
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November 28, 2017

Rebecca Kopcienski
Director Personnel Review Commission
2429 Superior Viaduct
Cleveland, Ohio 44113

RE: The Personnel Review Commission (PRC) Fair Labor Standards Act Designation Review 2017

Dear Rebecca:

On behalf of the Department of Human Resources at Cuyahoga County I would like to thank you for the opportunity to respond to the findings from the above review. Under my leadership the County established a Compensation group within the Human Resources (HR) Department in April of 2016 and staffed positions to manage the County's compensation program. The County's staff takes great care to administer the compensation program consistent with the appropriate laws, regulations, procedures and administrative best practices. We look forward to further collaboration with the PRC to ensure compliance with federal and state laws.

The purpose of our response is to acknowledge, clarify and identify corrective actions in relation to the findings of your independent review presented for our review on October 2, 2017.

DATA ACCURACY ISSUES

1. Exempt Classifications Incorrectly Identified as Non-Exempt

- **Issue:** The PRC identified 24 instances where employees are designated in SAP as Non-Exempt; however, their classification is designated as Exempt. This means the employees are coded in the payroll system to earn overtime pay despite being in a classification that is not required under the FLSA to receive overtime pay.
- **PRC Recommendation:** The FLSA designation for the listed positions should be changed in SAP to the correct designation of Exempt. A review should be conducted to determine whether any of these employees earned overtime pay as a result of the incorrect SAP designation. If any of these employees earned overtime compensation in violation of the County's Policies and Procedures Manual, the County should make a determination regarding whether it is appropriate to recoup the erroneous payments.
- **HR Response:** Of the 24 instances, across 10 different classifications, the SAP records of the incumbents were reviewed:

- 15 incumbent's (1 - Accountant 2, 2 - Contract Compliance Officer, 1 - Development Finance Analyst, 2 - Employment Contract Negotiator/Evaluator, 1 - Engineering Map Supervisor, 2 - Fiscal Officer 1, and 6 - Senior Training Officer) employment records were changed to non-Exempt in response to the Department of Labor's revised overtime regulations, as they were earning salaries below the proposed minimum salary threshold of \$47,476. With the temporary injunction to delay implementation of the new regulations, the County held on implementing the FLSA status changes and reversed SAP actions which had already been completed; however, it appears that some of the data was not removed from the system and employees remained as non-exempt. HR will conduct a review of these employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action.
- 1 incumbent in the Administrative Officer classification was placed into an incorrect classification number and FLSA designation, effective 4/17/16. HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action.
- 7 incumbents in the Budget Analyst 2 classification and 1 incumbent in the Senior Assessment Specialist is currently designated as exempt in SAP which conflicts with the PRC report.

2. Non-Exempt Classifications Incorrectly Identified as Exempt

- **Issue:** The PRC identified 21 instances where employees are designated in SAP as Exempt; however, their classification is designated as Non-Exempt. This means an employee who is entitled to overtime under the FLSA is incorrectly designated in SAP as not eligible for overtime. In short, if these employees work overtime hours they are not earning overtime pay in violation of the FLSA.
- **PRC Recommendation:** The FLSA designation for the listed positions should be changed in SAP to the correct designation of Non-Exempt. The County should conduct a review to determine whether any of these employees worked overtime that they were not compensated for as a result of the incorrect SAP designation. If any of these employees worked overtime without proper compensation per the FLSA, HR should consult with the Law Department regarding appropriate next steps.
- **HR Response:** Of the 21 instances, across 5 different classifications, the SAP records of the incumbents were reviewed:
 - 1 incumbent (SAP #483) noted as the Building Rehabilitation Specialist on the PRC report is properly designated, as the incumbent is the Building Rehabilitation Specialist **Supervisor** (pay grade 10/exempt). No changes are required to the SAP data and the incumbent has been properly compensated, per FLSA guidelines.
 - 1 incumbent (SAP# 4629) identified as the Groundskeeper Supervisor will be updated to non-exempt in SAP. HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action. Note that this classification changed from exempt to non-exempt effective 7/9/17 as a

result of class plan maintenance (R2017-0097) performed by the PRC. Similar when a classification's pay grade changes, HR recommends that PRC staff specifically note the change in FLSA status on resolutions, to increase transparency and help avoid future oversight.

- 6 incumbents identified as Purchasing Agent will be updated to non-exempt in SAP. HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action.
- 11 incumbents (SAP#s 216844, 204952, 208458, 222998, 212885, 2776, 206428, 219787, 9491, 7514 & 7287) identified as Senior Administrative Secretary will be updated to non-exempt in SAP. HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action. Note that this classification recently changed from exempt to non-exempt effective 5/28/17, as a result of class plan maintenance (R2017-0085) performed by the PRC. Similar when a classification's pay grade changes, HR recommends that PRC staff specifically note the change in FLSA status on resolutions, to help avoid future oversight.
- 2 incumbents (SAP#s 8228 & 8750) identified as Senior Examiner will be updated to non-exempt in SAP. HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action.

3. Conflict in SAP FLSA Designation

- **Issue:** The PRC identified one Classification [Project Manager] wherein the employees in the same classification are given different FLSA designations
- **PRC Recommendation:** SAP should be updated for the employee designated as Non-Exempt listed above (SAP# 221554).
- **HR Response:** Effective 6/11/17, the incumbent listed as non-exempt was recently reassigned to the Senior Project Manager classification, due to a position audit. HR will look to the PRC as to the effective date of the change in FLSA status as it is unclear if this is considered a re-evaluation of the classification and considered a substantive change which requires approval by Council, via the legislative process or it was simply an error on the part of the PRC. If an error, HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action, should there have been any erroneous payments.

SAP INACCURACIES

Issue A: The Job Title in SAP is not in the Class Plan. The PRC was therefore unable to confirm whether the FLSA status in SAP matched the status assigned to the classification. The audit revealed sixteen such instances.

- **HR Response:** Of the 16 instances, across 12 different job titles, the SAP records of the incumbents were reviewed:
 - 1 incumbent (SAP# 1188) noted as the Administrative Clerk Fisc is a bargaining unit employee (LIUNA Local 860) and sits in a job title outside of the classification plan. Since the incumbent

- is properly designated as non-exempt and being compensated according to FLSA guidelines, no SAP data changes are required.
- 1 incumbent (SAP# 206370) has been in the job title of Chaplain since 1/18/2005. It is unclear why this classification is not included in the classification plan, but HR recommends that it be included. Once the classification is created, it will most likely be applied to the 2 other part-time incumbents (SAP#s 208190 and 205369). Additionally, HR recommends that the incumbent in the exempt designation be moved into non-exempt status, until the PRC conducts its review of the job duties to see if they qualify for an exemption under the learned professional or other exemption category.
 - 1 incumbent (SAP# 223933) noted as Chief Section Architect was reassigned due to class plan maintenance (R2017-0085), effective 5/28/17 to the Chief Section Facilities Manager. The FLSA designation in SAP has always been correct (exempt).
 - 1 incumbent (SAP# 10622) noted as Construction Supervisor was recently corrected to Project Inspection Supervisor. The FLSA designation in SAP has always been correct (non-exempt).
 - 1 incumbent (SAP# 10469) noted as Construction Superintendent was recently corrected to Assistant Maintenance Superintendent. The FLSA designation in SAP has always been correct (exempt); however, because the incumbent was not in the correct job code, this classification was inadvertently deleted from the class plan, via R2016-0169. HR recommends that the classification be reinstated.
 - 1 incumbent (SAP# 219182) noted as Engineer should be corrected to Engineer 1 (job code #1063512). The FLSA designation in SAP has always been correct (non-exempt).
 - 2 incumbents (SAP#s 10603 & 10549) noted as Engineer should be corrected to Senior Project Manager and the employee's records updated to exempt in SAP. HR will conduct a review of the employee's time records to identify the impact (if any) of the incorrect system data and take the appropriate course of action.
 - 2 incumbents (SAP#s 224589 & 224404) noted as Pathology Fellow are appointees for a term of one year. This is an unclassified job title and should not be in the classification plan.
 - 1 incumbent (SAP# 224211) noted as Social Worker 3 was entered incorrectly into SAP. The accurate classification, as verified against the 3/24/17 Personnel Agenda, is Social Service Specialist. SAP data has already been updated. Note that the FLSA designation in SAP has always been correct (non-exempt).
 - 2 incumbents (SAP#s 221953 & 222091) noted as Temporary Help are temporary, unclassified employees and not part of the classification plan. The FLSA in SAP is correct (non-exempt). HR was recently notified that one of the incumbents (SAP# 221953) has terminated temporary employment. HR is evaluating the appropriate course of action to take with the remaining incumbent.
 - 1 incumbent (SAP# 4860) noted as Kennel Operations Supervi will be reassigned, due to class plan maintenance (R2016-0082) performed by the PRC, effective 5/28/17 to Animal Shelter Medical Supervisor; FLSA designation in SAP needs changed to exempt.

Issue B: The Job Title in SAP is incorrect, contains errors, or is incomplete. The audit revealed sixty-four such entries. See Attachment 5.

- **HR Response:** Of the 64 instances, across 16 different job titles, the SAP records of the incumbents were reviewed:
 - 3 incumbents (SAP#s 10666, 209779, 10527) noted as Bridge Inspectors in their job title will have their job titles updated to match their position title, Senior Bridge Inspector. The FLSA designation is correct (non-exempt).
 - 2 incumbents (SAP#s 202669 & 5055) noted as Building Maintenance Supe are correctly entered into SAP as Building Maintenance Supervisor, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated.
 - 4 incumbents (SAP#s 4933, 1175, 200521 & 221620) noted as Building Maintenance Supe are correctly entered into SAP as Building Maintenance Superintendent, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated.
 - 1 incumbent (SAP# 219107) noted as Fleet Services Supervisor will have his job title updated to match his position title, Fleet Services Manager. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 215677) noted as Maintenance Superintendent will have his job title updated to match his position title, Sewer Maintenance Superintendent. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 980) noted as Manager Voice / Video Com will have his job title updated to Voice-Video Communications Manager. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 215147) noted as Multi-Media Developer was reassigned due to class plan maintenance (R2016-0035) performed by the PRC, effective 3/20/16 to the Multi-Media Manager. SAP will be updated to reflect this change. The FLSA designation is correct (exempt).
 - 2 incumbents (SAP# 796 & SAP# 739) noted as Residential/Agricultural are correctly entered into SAP as Residential/Agricultural Appraiser Coord, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 206369) noted as Senior CECOMS Operations are correctly entered into SAP as Senior CECOMS Operations Supervisor, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 10496) noted as Technician PW will be updated to Survey Technician. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 219571) noted as Employee Benefits Analyst will be updated to Benefits Analyst. The FLSA designation is correct (exempt).
 - 1 incumbent (SAP# 201232) noted as Employee Benefits Analyst has already been corrected to Employee Benefits Manager. The FLSA designation is correct (exempt).
 - 3 incumbents (SAP#s 213256, 8511 & 219488) are correctly entered into SAP as Employee Relations Specialist 1, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).

- 1 incumbent (SAP# 211958) is correctly are correctly entered into SAP as Employee Relations Specialist 2, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).
- 8 incumbents (SAP#s 224064, 223716, 2640, 223717, 206139, 2666, 212578 & 219916) are correctly entered into SAP as Medical Examiner Investigator 1, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).
- 4 incumbents (SAP#s 219938, 212583, 220185 & 216678) are correctly entered into SAP as Medical Examiner Investigator 2, but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).
- 21 incumbents (SAP#s 8263, 8662, 205121, 7211, 9713, 8577, 9171, 212627, 210015, 7539, 9611, 8594, 202704, 8733, 205390, 8644, 9760, 8350, 8116, 9074 & 203259) are correctly entered into SAP as Principal Support Officer Supvr., but due to system limitations on the number of characters that can be displayed on reports, the job titles are truncated. The FLSA designation is correct (exempt).
- 8 incumbents (SAP#s 213590, 2174, 221586, 1730, 200267, 219440, 1856 & 221676) noted as Civil Deputy will be updated to Process Server. The FLSA designation is correct (non-exempt).

Issue D: The audit revealed a few miscellaneous errors: unclassified employees identified in SAP as classified, incorrect Appointing Authority/Department, and missing Appointing Authority/Department data. See Attachment 8.

- **HR Response:**

- 3 incumbents that are noted as classified employees, 2 incumbents (SAP# 222831 & 217096) will be correct to unclassified status; 1 incumbent (SAP# 220095) has already been corrected to unclassified status
- 2 incumbents (SAP# 8355 & 224402) are noted as under the Department of Human Resources organization structure and County Executive. While these employees are not part of the HR department, administratively they have always been included in the HR department for data purposes.
- For all the incumbents identified as missing Appointing Authority and Department, HR has confirmed with the originator of the PRC report that data in those columns was not taken directly out of SAP. The report author added this information and may have inadvertently omitted it when manipulating the report.

I want to thank you again for the opportunity to provide our feedback concerning this review. We will provide the PRC with follow up once further review and action is completed by HR.

Respectfully,



Douglas M. Dykes
Chief Talent Officer