



2022
TEMPORARY WORK LEVEL
COMPLIANCE REPORT

Cuyahoga County
Personnel Review Commission

Introduction

Cuyahoga County Charter Article IX, Section 9.02 sets forth various responsibilities for the Personnel Review Commission (PRC), one of which is reviewing and auditing compliance with federal, state, and local laws regarding personnel matters within the County Executive's organization and departments. The PRC prepared this report to assess compliance with the civil service laws of the County, the Ohio Revised Code, and the State of Ohio Constitution regarding Temporary Work Level appointments.

A fundamental requirement of these laws is that appointments in the civil service of the County shall be made according to merit and fitness, to be ascertained as far as practicable by competitive examinations. The PRC is responsible for reviewing and auditing compliance with laws requiring that persons appointed to positions at the County meet the minimum qualifications for the position. For appointments to full-time civil service, the PRC typically subjects persons to assessment procedures to ascertain their qualifications for such appointments. In the case of temporary work levels (TWLs), the County's Human Resources Department ("HR") makes the qualification assessments. The Cuyahoga County Employee Handbook addresses TWLs in Section 9.05.

In auditing the County's compliance with the TWL policy, the PRC focused on non-bargaining unit classified employees who were appointed to TWLs in 2022 or whose TWLs ended in 2022.

Temporary Transfers: The PRC did not audit bargaining unit employees who were placed in "Temporary Transfers" because they are governed by the County's various collective bargaining agreements (CBAs) and have eligibility requirements that differ from the County's TWL policy. For example, in some CBAs, Temporary Transfers are limited to 90 days but in certain circumstances may be extended upon a meeting between the County and the bargaining unit. The PRC is not informed of decisions stemming from those meetings. In addition, temporary transfer pay differentials may differ from the required 5% increase for TWLs. Moreover, because Temporary Transfers are governed by contracts (CBAs) and not by local civil service laws, interpreting the terms of the CBAs is not within the PRC's authority under the Charter.

Because the County designated Temporary Transfers as TWLs on the 2022 monthly Executive Personnel Agendas from which the PRC obtains TWL data, the PRC includes them in the raw data accompanying this report in a spreadsheet attached as Addendum A and identifies them as CBA Temporary Transfers in the "Notes" column on the spreadsheet. They are not included in the TWL data set forth below.

Purpose of Audit

The purpose of this audit is to ensure that the County complied with laws relative to TWLs that began or ended in 2022. Specifically, the PRC examined the length of time employees were assigned to TWLs; whether employees selected for TWLs received the required pay adjustment; and whether employees were qualified for the TWL position at the time of selection.

This report, as well as the raw data that accompanies it, will be posted on the PRC's website at <http://prc.cuyahogacounty.us/en-US/Compliance.aspx>.

Background

Section 9.05 of the Cuyahoga County Handbook states the requirements for TWLs that are the subject of this Report. That section states, in relevant part:

“A temporary work level (TWL) may be granted when an employee is temporarily assigned 50% or more of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

The employee must meet the minimum qualifications for the position in the higher pay range to be granted a TWL. An employee who is granted a TWL will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.

A supervisor must consult, in advance, with Human Resources regarding a TWL. Human Resources will review [the] TWL and makes [*sic*] a recommendation to the County Executive for final approval.”

Objective and Methodology

To prepare this report and provide County Council with a summary of the County's compliance with TWL laws, the PRC reviewed data from the following data sources:

- County Executive's Personnel Agendas (2022) prepared by HR
- INFOR/GHR
- Tableau
- Position postings, classification specifications, job descriptions, resumes, and/or applications, and eligibility lists
- Minimum qualifications of TWL positions
- Documentation supporting TWL assignments from HR

In this report, the PRC assesses the County's compliance with the duration, pay, and qualifications requirements of the TWL Policy. This Report audits TWLs that began or ended in 2022.

The Department of HR provided responses to issues the PRC identified. Those responses are included in Addendum A in the Notes column and described below. In some instances, the PRC has not received necessary information from HR, and cannot obtain this information independently because PRC staff do not have access to it. Additionally, INFOR/GHR does not contain employee data prior to mid-year of 2022.

Concerns and Comments

The PRC's TWL audit relies heavily on information from the Human Resources department which is the entity responsible for determining (a) when the TWL is needed, (b) potential eligible candidates for the TWL, and (c) who ultimately receives the TWL appointment. Currently, the PRC has access to the County's Talent Acquisition module, part of the INFOR ERP system, which includes applications (generally scant information included) and, sometimes, resumes from recent applicants. The PRC does not have access to the County's employment recordkeeping system, GHR. Thus, the PRC has some limitations in what information it can access to audit the TWL appointments. The PRC has been given access to the Tableau program which generates information from GHR in a read only format, but the program provides limited information and does not provide real-time data.

Additionally, a key employee in HR who maintains data necessary to assess TWL compliance was absent during this audit, requiring the PRC to seek alternative sources to obtain the data. In this employee's absence, other HR personnel provided the PRC information but are still attempting to locate the resumes of three employees which the PRC must review to determine minimum qualifications. The PRC acknowledges and thanks Kelli Neale, Program Officer in HR, who located and provided much of the information necessary for the PRC to conduct this audit.

TWL appointments are important components of an employee's life cycle; they often occur before promotions, and they are intended to accompany a pay increase for the duration of the TWL. In many cases, as in previous years, the PRC found that the County's record-keeping is lacking, incorrect, or missing. For many TWL appointments, there was insufficient information on the Executive's Personnel Agendas to identify the position or the organizational location of the position that the employee held before the TWL appointment, the organizational location of the TWL, the duration of the TWL, the accompanying pay change, and the qualifications for the TWL appointment. In many instances, to audit compliance, the PRC must reconstruct the employment record to connect all the dots, which requires PRC to spend substantial additional resources.

The implications of the lack of effective recordkeeping are important. At a time when many organizations are closely examining equity issues on many fronts, the County's lack of recordkeeping, or incorrect or incomplete recordkeeping regarding employment history, employee qualifications, and TWL pay increases is a red flag of sorts, indicating a potential problem if the County needs to illustrate, explain, or at worse, defend its practices.

Summary Conclusion

Number of TWLs: In 2022, the Executive's Personnel Agendas found 63 TWLs. Of this number, 13 entries were for bargaining unit employees who were temporarily transferred to different positions pursuant to various collective bargaining agreements (CBA) between the County and the bargaining units. One TWL was entered twice on the Executive's Personnel Agendas, meaning both entries had identical information in each column, and there were 7 unclassified TWLs. Accordingly, there were 49 classified employees who were serving in TWL appointments in 2022.

Duration Requirement: Three (3) employees' TWLs exceeded the 365-day limit by 149, 116, and 36 days.

Salary Increase Requirement: All the TWL appointments met the salary adjustment requirement.

Minimum Qualifications Requirement: For three (3) employees appointed to TWLs, the PRC was unable to obtain resumes to determine whether they met the minimum qualifications of the TWL position.

During its audit, the PRC requested additional information from HR for several employees because the PRC either did not have access to information necessary to confirm compliance with the TWL policy, necessary information was not provided on the Executive's Personnel Agendas, or an explanation from the Department of Human Resources ("HR") was required. HR provided responses to the issues the PRC identified, resolving many. The remaining unresolved issues are discussed below.

I. TWL POLICY COMPLIANCE

A. Duration – 94% Compliant

The TWL policy requires TWL appointments be “a minimum of a two (2) week period, but not to exceed one (1) year....”

Three (3) employees’ TWLs extended beyond the 365-day limit: Tanya Sekanic’s TWL exceeded the limit by 149 days; Yvonne Dowell’s TWL exceeded the limit by 116; and Justin Patronite’s TWL exceeded the limit by 36 days. This resulted in a 94% compliance rate.

B. Salary Adjustment – 100% Compliant

The TWL policy requires an employee who is granted a TWL to be “placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.”

C. Minimum Qualifications – 96% Compliant

The TWL policy requires that an employee granted a TWL “must meet the minimum qualifications for the position in the higher pay range.”

The PRC sought from HR the resumes of three employees to determine whether they met the minimum qualifications of the TWL position. HR is obtaining two of these resumes, but as of the date of this report has been unable to provide them.

II. TWL DATA ROADBLOCKS

The PRC encountered some roadblocks to accessing data necessary to complete this audit. Currently, the PRC has access to the County’s Talent Acquisition module, part of the INFOR ERP system, which includes applications (generally scant information included) and, sometimes, resumes from recent applicants. The PRC does not have access to the County’s employment recordkeeping system, GHR, therefore the PRC is limited in obtaining information to audit TWL appointments. The PRC has been given access to the Tableau program which generates information from GHR in a read only format, but the program provides limited information and does not provide real-time data.

Specifically, several rate amounts, job titles, and classification statuses were missing or incorrect on the Executive’s Personnel Agendas and the PRC had to seek this data from multiple sources. Detailed information concerning this missing or incorrect data is in Addendum A.

Additionally, a key employee in HR who keeps data necessary to assess TWL compliance was absent during this audit, requiring the PRC to seek alternative sources to obtain the data. In this employee’s absence, other HR personnel provided the PRC information but are still

attempting to locate the resumes of three employees which the PRC must review to determine minimum qualifications.

III. DATA ENTRY ERRORS ON EXECUTIVE PERSONNEL AGENDAS

In addition to obtaining the data identified above from various sources, the PRC had to obtain data that was missing from or incorrectly entered in the Executive's Personnel Agendas.

Specifically, the PRC had to obtain:

- a. The correct division of HHS in which 3 employees appointed to TWLs were working to determine minimum qualifications.
- b. 8 beginning or ending dates of TWL appointments, necessary to determine duration compliance.
- c. 8 correct classification statuses, job titles, or pay rates.
- d. Verification that 1 TWL was entered twice.

Included as TWLs on the Executive's Personnel Agendas were 13 bargaining unit Temporary Transfers made pursuant to collective bargaining agreements (CBA). These are not TWLs as they are governed by the terms of the CBAs and have requirements that differ from the County's TWL policy requirements. The PRC excluded these entries from this audit.

IV. PRC RECOMMENDATIONS

The PRC recommends that the County designate transfers of employees belonging to a bargaining unit as Temporary Transfers, not TWLs.

The PRC recommends that HR develop, implement, and use processes to ensure that all County appointments are made in accordance with the law.

To be technically compliant with the relevant legal requirements, appointments made from expired and/or non-certified eligibility lists should be rescinded, and the County should follow established civil service regulations to make such appointment.

The PRC recommends that HR prepare and preserve written, dated, and consistently formatted conditional job offers made before the expiration of the certified eligibility lists for all appointments to establish compliance.

The PRC recommends that HR maintain data necessary to verify that appointments are compliant with civil service rules and administrative procedures outside of INFOR when necessary.

ADDENDUM A

Action/Abbreviation	Explanation
BU	Bargaining Unit
CC	Cuyahoga County
MPA	PRC's 2022 Master Personnel Agenda
N/A	Not applicable
N/C	Non-Competitive (No Ranking)
BU	Bargaining Unit
EL	Eligibility List
N/C	Non-Competitive (No Ranking)
PA	HR's 2022 Monthly Personnel Agendas
TT	Temporary Transfer
Green highlight	New month
Yellow Highlight	Need resume from HR to determine minimum qualifications
Red	TWL Policy violation
Gray highlight	Duplicate entry
Lt Blue	Screening criteria currently in development
Lt. Purple highlight	TT, BU
Gold Highlight	Error/lack of information on PA(s), incl. no TWL Begin or End dates, no HHS divisions, incorrect TWL positions, and incorrect pay rates.

Personnel Agenda Date	PA Item No.	Employee Name	Start Date (If the Start Date was in 2021, then it was obtained from the 2021 MPA)	Required End Date	Actual End Date (If the End Date is in 2023, then it was Obtained from the 2023 MPA)	Actual Duration	Is there an EL? If yes, state EL date. If no, state "N".	Rank out of Total (N/A if not on EL(s))	Promoted? If yes, date	Meets Min Quals? (Y/N)	Docs HR Provided	5 % or > Pay Increase? (Y/N)	From Classification	To Classification	From Classification Status	To Classification	To Appointing Authority	To Classification Status	Bargaining Status	Notes	
MARCH 2021 PA		MARCH 2021 PA		MARCH 2021 PA				MARCH 2021 PA		MARCH 2021 PA		MARCH 2021 PA		MARCH 2021 PA			MARCH 2021 PA			MARCH 2021 PA	
3/1/2021	4	Sekanic, Tanya	02/01/21	01/31/22	06/30/22	514	N	N/A	N	Y	Resume	Y	Senior Supervisor, Employment & Family Services	Health and Human Services	CLASSIFIED	Manager, Neighborhood Center	Health and Human Services	CLASSIFIED	Non-Bargaining Executive	TWL duration exceeds TWL limit by 149 days. No TWL end date was entered in 2021 or 2022 PAs. Upon PRC request, HR confirmed the TWL ended 6/30/22.	
AUGUST 2021 PA		AUGUST 2021 PA		AUGUST 2021 PA				AUGUST 2021 PA		AUGUST 2021 PA		AUGUST 2021 PA		AUGUST 2021 PA			AUGUST 2021 PA			AUGUST 2021 PA	
8/1/2021	1	Howell, Erica	07/05/21	07/04/22			Y 6/16/2021	N/A	N	N/A*	Resume	Y	Clerk Fiscal Office	Fiscal	CLASSIFIED	Senior Account Clerk - FISC-BOR	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENEFITS FULLTIME	**TT, BU - not a TWL.	
OCTOBER 2021 PA		OCTOBER 2021 PA		OCTOBER 2021 PA				OCTOBER 2021 PA		OCTOBER 2021 PA		OCTOBER 2021 PA		OCTOBER 2021 PA			OCTOBER 2021 PA			OCTOBER 2021 PA	
10/01/21	2	Woodard, Kevona	9/1/2021	08/31/22			N	N/A	N	N/A*		Y	Account Clerk - Bargaining - TREAS	Fiscal	CLASSIFIED	Examiner-Bargaining-Treasury	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENEFITS FULLTIME	**TT, BU - not a TWL.	
10/1/2021	4	Ware, Chamomile (Hendricks, Chamomile)	9/27/2021	09/26/22	04/11/22	196	Y 6/29/2021 4/6/2021	N/A	Y 5/1/2022	Y		Y	Business Intelligence Analyst	Health and Human Services	CLASSIFIED	Program Officer 4	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Promoted on 5/1/2022; No TWL end date noted on the PAs. In response to the PRC's inquiry, HR provided the TWL end date of 4/11/2022.	
JANUARY PA		JANUARY PA		JANUARY PA				JANUARY PA		JANUARY PA		JANUARY PA		JANUARY PA			JANUARY PA			JANUARY PA	
1/1/2022	2	Hafley, Kimberly	12/06/21	12/05/22			N	N/A*	N	N/A*		Y	Senior Account Clerk - FISC-BOR	Fiscal	CLASSIFIED	Accountant 2	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENEFITS FULLTIME	**TT, BU - not a TWL.	
FEBRUARY PA		FEBRUARY PA		FEBRUARY PA				FEBRUARY PA		FEBRUARY PA		FEBRUARY PA		FEBRUARY PA			FEBRUARY PA			FEBRUARY PA	
2/1/2022	1	Miklowski, Ezra	1/31/2022	1/30/2023			Y 3/1/2021	N/A	Y 9/26/2022	Y		Y	Support Officer Lead	Health and Human Services	CLASSIFIED	Supervisor, Principal Support Officer	Health and Human Services	CLASSIFIED	AFSCME Local 27 HHS Child Support Services/BENEFITS FULLTIME		
2/1/2022	2	Smith, James	1/31/2022	1/30/2023	12/24/2022	327	Y 1/20/2021 4/15/2021 5/10/2021 8/19/2021 12/8/2021	N/A	Y 12/25/2022	Y		Y	Supervisor, Social Services	Health and Human Services	CLASSIFIED	Administrator, Social Program 2	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME		
2/1/2022	4	Greenwood, Timothy	7/5/2021	7/4/2022	1/3/2022	182	Y 2/7/2022 2/24/2022 3/17/2022	N/A	N	Y	TWL acceptance memo	Y	Program Officer 2	Health and Human Services	CLASSIFIED	Senior Training Officer	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	No HHS division provided on PAs, which was needed to verify equivalencies. In response to PRC inquiry, HR stated the TWL HHS division is "Westshore Training" which was non-responsive for PRC purposes. Upon investigation, PRC determined the division.	

2/1/2022	87	Aikens, Anissa	8/2/2021	8/1/2022	1/2/2022	153	N	N/A	Y 1/3/2022*	Y	TWL Acceptance Memo	Y	Social Services Worker 3	Health and Human Services	CLASSIFIED	Supervisor, Social Services	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Data pulled from 2021 Policy Compliance spreadsheet. *No end date found in 2022 MPA; PRC used day before promotion to calculate TWL end date. Appears on 10/21/2021 EL (rank 16/35) for promotion.
MARCH PA		MARCH PA		MARCH PA				MARCH PA		MARCH PA		MARCH PA		MARCH PA			MARCH PA			MARCH PA
3/1/2022	1	Carey, Lauren	2/7/22	2/6/2022	4/24/2022	76	N	N/A	Y 4/25/2022*	Y	Resume	Y	Program Officer 4	Workforce Development	CLASSIFIED	Manager, Business Services	Workforce Development	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	No end date found in 2022 MPA; PRC used day before promotion to calculate TWL end date. Appears on 4/19/2022 EL for promotion.
3/1/2022	3	Watkins-Edmonds, Lailita	2/7/22	2/6/2023			Y 3/22/2021	N/A	N	Y		Y	Social Services Worker 3	Health and Human Services	CLASSIFIED	Supervisor, Social Services	Health and Human Services	CLASSIFIED	AFSCME Local 1746 HHS (DCFS, CJFS, DSAS)/BENEFITS FULLTIME	
APRIL PA		APRIL PA		APRIL PA				APRIL PA		APRIL PA		APRIL PA		APRIL PA			APRIL PA			APRIL PA
4/1/2022	1	Cortes, Marcos	3/28/22	3/27/2023			Y 1/20/2021	N/C	Y 9/12/2022	Y		Y	Administrator, Social Program 3	Health and Human Services	CLASSIFIED	Administrator, Social Program 5	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
4/1/2022	2	Hursh, John	3/7/22	3/6/2023			N	N/A	N	NA*		Y	Senior Account Clerk - FISC-BOR	Fiscal	CLASSIFIED	Administrative Assistant 2 - Bargaining-FISC-BOR	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENE FITS FULLTIME	*TT, BU - not a TWL
4/1/2022	3	Johnson, Kathleen	3/28/22	3/27/2023			N		N	Y	Resume	Y	Administrator, Social Program 4	Health and Human Services	CLASSIFIED	Administrator, Social Program 5	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
4/1/2022	4	Kaldas, Remon	3/28/22	3/27/2023	7/30/2022	124	Y 3/16/2022	N/A	Y 7/31/2022	Y		Y	Business Administrator 3	Health and Human Services	CLASSIFIED	Business Administrator 4	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
4/1/2022	5	Lecate-Szucs, Nicole	3/13/22	3/12/2023	9/11/2022	182	N	N/A	Y 9/12/2022*	Y		Y	Senior Human Resources Associate	Human Resources	CLASSIFIED	Program Officer 3	Human Resources	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	*No TWL end date on PAS; PRC used date before promotion to calculate TWL duration. A appears on EL on 9/12/2022 (1/1) for promotion.
4/1/2022	6	Rondon, Izanolly-Ashley	3/7/22	3/6/2023			N	N/A	Y 7/25/2022	N/A*		Y	Senior Account Clerk - FISC-BOR	Fiscal	CLASSIFIED	Administrative Assistant 2 - Bargaining-FISC-BOR	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENE FITS FULLTIME	*TT, BU - not a TWL
4/1/2022	7	Carter, Dana	12/13/2021	12/12/2022	3/14/22	91	Y 1/4/2022	N/A	N	Need resume from HR		Y	Fiscal Specialist 3	Development	CLASSIFIED	Manager, Business Services	Development	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Need resume/app from HR.
MAY PA		MAY PA		MAY PA				MAY PA		MAY PA		MAY PA		MAY PA			MAY PA			MAY PA
5/1/2022	1	Delorenzo, Egidio	4/25/22	4/24/2023	9/25/2022	153	Y 1/4/2022	N/A	Y 9/26/2022	Y		Y	Support Officer Lead	Health and Human Services	CLASSIFIED	Supervisor, Principal Support Officer	Health and Human Services	CLASSIFIED	AFSCME Local 27 HHS Child Support Services/BENEFITS FULLTIME	
5/1/2022	2	Pietrocola, Natasha	4/18/22	4/17/2023			N		N	Y		Y	Administrator, Social Program 5	Health and Human Services	CLASSIFIED	Administrator, Division of Senior & Adult Services	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
5/1/2022	3	Burke, Brandi	4/11/22	4/10/2023	9/10/2022	152	N	N/A	N	Y		Y	Senior Human Resources Associate	Human Resources	CLASSIFIED	Supervisor, Administrative Support	Human Resources	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
5/1/2022	4	Pearson, Tamika	4/25/22	4/24/2023	8/27/2022	124	N	N/A	Y 8/28/2022	Y	Resume	Y	Human Resources Business Partner	Human Resources	CLASSIFIED	Human Resources Business Partner	Human Resources	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	*From" and "to" classification are the same on PA for "Begin TWL"; PA for "End TWL" shows the "to" position was "Manager, Human Resources" (9/1/2022 PA - Item 19). HR Mgr is unclassified.
5/1/2022	5	Jones, Linda	4/25/22	4/24/2023	9/24/2022	152	Y 3/1/2022	N/A	Y 9/25/2022	Y	Resume	Y	Grants Coordinator	Justice Services	CLASSIFIED	Senior Grants Coordinator	Justice Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
5/1/2022	7	Lowers, Elizabeth	12/15/2021	12/14/2022	4/24/22	130	N	N/A	N	N/A*		Y	Senior Payroll Officer	Fiscal	CLASSIFIED	Accountant 2	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENE FITS FULLTIME	*TT, BU - not a TWL

JUNE PA		JUNE PA		JUNE PA				JUNE PA		JUNE PA		JUNE PA		JUNE PA		JUNE PA		JUNE PA		JUNE PA
6/1/2022	1	Bucci, Louis	5/9/22	5/8/2023	8/6/2022	89	Y 4/29/2022	N/A	N	Y	Resume	Y	Account Clerk - Bargaining - FISC BOR	Fiscal	CLASSIFIED	Supervisor, Fiscal Office	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENE- FITS FULLTIME	
6/1/2022	2	Austin, Karin	5/9/22	5/8/2023	12/31/2022	236	N	N/A	N	Y	Resume	Y	Supervisor, Social Services	Health and Human Services	CLASSIFIED	Administrator, Social Program 2	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
6/1/2022	3	Roberts, Sabrina	5/23/22	5/22/2023			N	N/A	N	Y	Resume	Y	Administrator, Social Program 5	Health and Human Services	CLASSIFIED	Assistant Director	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
6/1/2022	4	Rohrman, Shawna	5/23/22	5/22/2023			Y 8/10/2021	N/A	N		Resume	Y	Administrator, Social Program 4	Health and Human Services	CLASSIFIED	Executive Officer	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Screening criteria currently in development
6/1/2022	7	Mack, Eric	5/11/22	5/10/2023	10/8/2022	150	Y 3/9/2022	N/A	Y 10/9/2022	Y	Resume	Y	Engineer 4	Public Works	CLASSIFIED	Section Chief, Engineering	Public Works	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
6/1/2022	9	Zill-Jones, Anna R.	11/30/2021	11/29/2022	5/8/22	159	Y 8/30/2021	1/38	Y 5/9/2022	Y	Resume	Y	Clerical Specialist - Bargaining	Health and Human Services	CLASSIFIED	Supervisor, Administrative Support	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
JULY PA		JULY PA		JULY PA				JULY PA		JULY PA		JULY PA		JULY PA		JULY PA		JULY PA		JULY PA
7/1/2022	3	Encalada, Raquel	6/27/22	6/26/2023	12/31/2022	187	Y 10/13/2021	N/A	N	Y	Resume	Y	Senior Administrative Assistant	Health and Human Services	CLASSIFIED	Fiscal Specialist 1	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
7/1/2022	4	Fletcher, Jacqueline	6/6/22	6/5/2023			N	N/A	N	Y		Y	Administrator, Social Program 6	Health and Human Services	CLASSIFIED	Administrator, Children & Family Services	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
7/1/2022	5	Patterson, Robin	6/27/22	6/26/2023	9/25/2022	90	Y 3/1/2021	11/13	Y 9/26/2022	Y		Y	Support Officer Lead	Health and Human Services	CLASSIFIED	Supervisor, Principal Support Officer	Health and Human Services	CLASSIFIED	AFSCME Local 27 HHS Child Support Services/BENEFITS FULLTIME	
7/1/2022	6	Bartczak, Steven	6/19/22	6/18/2023			N	N/A	N	N/A*		Y	Deputy Sheriff, Sergeant	Justice Services	CLASSIFIED	Deputy Lieutenant	Justice Services	CLASSIFIED	OPBA Sheriffs Deputy Sergeants/BENEFITS FULLTIME	*TT, BU - not a TWL
7/1/2022	7	Greiner, Joseph	6/19/22	6/18/2023			N	N/A	N	N/A*		Y	Deputy Sheriff, Lieutenant	Justice Services	CLASSIFIED	Deputy Captain	Justice Services	CLASSIFIED	OPBA Sheriffs Deputy Lieutenants/BENEFITS FULLTIME	*TT, BU - not a TWL
7/1/2022	8	Koeth, Kristen	6/19/22	6/18/2023			N	N/A	N	N/A*		N/A*	Forensic Scientist 3 - Firearms and Toolmark	Justice Services	CLASSIFIED	Lead Forensic Scientist - Firearms and Toolmark	Justice Services	CLASSIFIED	FOP Bargaining Full-time	*TT, BU - not a TWL
7/1/2022	9	Taylor, Shaena	6/5/22	6/4/2023	9/10/2022	97	N	N/A	Y 9/11/2022	N/A*		N/A*	Forensic Scientist 3 - Drug Chemistry	Justice Services	CLASSIFIED	Lead Forensic Scientist - Drug Chemistry	Justice Services	CLASSIFIED	FOP Bargaining Full-time	*TT, BU - not a TWL
7/1/2022	14	Edwards, Annette	8/10/21	8/9/2022	6/4/22	298			N	Y	Resume	Y	Senior Administrative Assistant	HHS	CLASSIFIED	Senior Administrative Assistant*	HHS	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	* This TWL was omitted from HR's 2021 PAs. HR provided the start date upon the PRC's request. HR confirmed that at the end of the TWL, she was returned to the Administrative Assistant position, and did not stay as a Senior Administrative Asst.
AUGUST PA		AUGUST PA		AUGUST PA				AUGUST PA		AUGUST PA		AUGUST PA		AUGUST PA		AUGUST PA		AUGUST PA		AUGUST PA
8/1/2022	1	Galarza, Simone	7/31/22	7/30/2023	12/18/2022	140	N	NA	Y 12/19/2022	Y	Resume	Y	Senior Supervisor, Employment & Family Services	Health and Human Services	CLASSIFIED	Manager, Neighborhood Center	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Listed twice -- here and at No. 4 on September PA. See second entry for details. "Begin TWL" is listed twice in the August and September Personnel Agendas, with identical information including the start date. Appears on 11/4/2022 EL for promotion to the TWL eff 12/19/22.
SEPT. PA		SEPT. PA		SEPT. PA				SEPT. PA		SEPTEMBER PA		SEPT. PA		SEPT. PA		SEPT.		SEPT.		SEPTEMBER PA

9/1/2022	1	Gooch, Denise	8/29/2022	8/28/2023			N	N/A	N	N/A*		Y	Examiner-Bargaining-Treasury	Fiscal	CLASSIFIED	Lead Examiner-Bargaining-Treasury	Fiscal	CLASSIFIED	LIUNA Local 860 Fiscal Office/Board Of Revision/Treasurer/BENEFITS FULLTIME	*TT, BU - Not a TWL. Union position per Article 13, sec. 6.
9/1/2022	2	Howard, Jennifer	8/15/2022	8/14/2023			Y 2/26/2021	N/A	N	Y		Y	Administrative Officer	Fiscal	CLASSIFIED	Board of Control Coordinator	Fiscal	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
9/1/2022	3	Kinzig, Cheryl	8/29/2022	8/28/2023	11/5/2022	68	Y 2/26/2021 (Board of Control Coordinator)	15/27	Y 11/6/2022	Y & Y**		Y	Purchasing Agent	Fiscal	CLASSIFIED	Administrative Officer AND/OR Board of Control Coordinator	Fiscal	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Appears on 9/12/2022 EL for promotion to Board of Control Coordinator. "To" position for Begin TWL is Administrative Officer, but "From" position for End TWL is Board of Control Coordinator. There is no End TWL for Administrative Officer position or Begin TWL date for Board of Control Coordinator position. Info from HR is unclear. **Meets Min quals for both positions (Board of Control Coordinator and Administrative Officer) Appears on 9/12/2022 EL for promotion to Board of Control Coordinator.
9/1/2022	4	Galarza, Simone	7/31/2022	7/30/2023	12/18/2022	140	N	N/A	Y 12/19/2022	Y	Resume	Y	Senior Supervisor, Employment & Family Services	Health and Human Services	CLASSIFIED	Manager, Neighborhood Center	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	"Begin TWL" is listed twice in the August and September Personnel Agendas, with identical information including the start date. See 8/1/22 PA for details.
9/1/2022	5	Gray, David	8/8/2022	8/7/2023			Y 1/10/2022	N/C	N	Need resume from HR		Y	Senior Supervisor, Social Services	Health and Human Services	CLASSIFIED	Administrator, Social Program Administrator 6	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	No resume or application available to PRC so unable to determine if met MQs.
9/1/2022	6	Jackson, Joseph	8/8/2022	8/7/2023			Y 1/10/2022	N/C	N	Y		Y	Senior Supervisor, Social Services	Health and Human Services	CLASSIFIED	Administrator, Social Program Administrator 6	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Upon PRC request, HR provided the HHS division as CJFS.
9/1/2022	7	Shepherd, Bobby	9/5/2022	9/4/2023	12/17/2022	103	Y 8/24/2022	30/32	Y 12/18/2022	Y	Resume, Application	Y	Contract Analyst	Health and Human Services	CLASSIFIED	Program Officer 4	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	Upon PRC request, HR provided the HHS division - "Office of Reentry." The PRC confirmed this is under the Director's Office division.
9/1/2022	8	Washington, Tanesha	8/15/2022	8/14/2023			Y 12/9/2022 10/24/2022 8/29/2022 6/7/2022 2/3/2022	N/A	N	Y		Y	HHS Training Specialist	Health and Human Services	CLASSIFIED	Program Officer 3	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
9/1/2022	9	Burke, Brandi	9/12/2022	9/11/2023			Y 2/23/2022	N/A	N	Y		Y	Senior Human Resources Associate	Human Resources	CLASSIFIED	Talent Acquisition Specialist	Human Resources	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
9/1/2022	13	Hayes, Kenetta	11/15/2021	11/14/2022	9/12/2022	301	Y 8/11/2021	N/A	N	Y		Y	Employment & Family Services Specialist	Health and Human Services	CLASSIFIED	Supervisor, Employment & Family Services	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
9/1/2022	14	Lewis, Megan	12/6/2021	12/5/2022	8/13/2022	250	N	N/A	Y 8/14/2022	Y		Y	Investigator	Health and Human Services	CLASSIFIED	Supervisor, Investigation	Health and Human Services	CLASSIFIED	Teamsters Local 407 HHS Investigations/BENEFITS FULLTIME	
9/1/2022	17	Perkins, Synnia	11/8/2021	11/7/2022	9/25/2022	321	Y 3/1/2021	N/A	Y 9/26/2022	Y		Y	Support Officer Lead	Health and Human Services	CLASSIFIED	Supervisor, Principal Support Officer	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
NOV PA		NOV PA		NOV PA				NOV PA		NOV PA		NOV PA		NOV PA		NOV PA		NOV PA		NOV PA
11/1/2022	1	Bouyer, Ricky D.	10/3/2022	10/2/2023			N	N/A	N	Y	Resume	Y	IT Infrastructure Engineer 3	Information Technology	CLASSIFIED	Manager, IT Infrastructure and Operations	Information Technology	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
11/1/2022	2	Swiatek, Alyssa	10/24/2022	10/23/2023			Y 1/25/2022	N/A	N	Y		Y	Administrator, Social Program 2	Health and Human Services	CLASSIFIED	Administrator, Social Program 4	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
DEC PA		DEC PA		DEC PA				DEC PA		DEC PA		DEC PA		DEC PA		DEC PA		DEC PA		DEC PA
12/1/2022	1	Moench, William	11/7/2022	11/6/2023			Y 9/29/2022 3/31/2022 2/16/2022	N/A	N	Y		Y	Senior Supervisor, Social Services	Health and Human Services	CLASSIFIED	Administrator, Social Program 3	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
12/1/2022	2	Walker, Dana	11/8/2022	11/7/2023			Y 11/21/2022	N/A	N	N/A*		Y	Family Service Aide 2	Health and Human Services	CLASSIFIED	Adult Programs Customer Service Representative	Health and Human Services	CLASSIFIED	AFSCME Local 1746 HHS (DCFS, CJFS, DSAS)/BENEFITS FULLTIME	*TT, BU - not a TWL

12/1/2022	3	Watts-Lawrence, Tamika	11/7/2022	11/6/2023			Y 3/3/2022 4/4/2022 8/24/2022 10/20/2022 11/23/2022	N/A	N	Y		Y	Program Officer 3	Health and Human Services	CLASSIFIED	Program Officer 4	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
JAN PA		JAN PA		JAN PA				JAN PA		JAN PA		JAN PA		JAN PA			JAN PA			JAN PA
1/1/2023	1	Mckellar, Ricardo	12/18/2022	12/17/2023			Y 12/12/2022 9/27/2022	N/A	N	Y		Y	Social Services Worker 3	Health and Human Services	CLASSIFIED	Supervisor, Social Services	Health and Human Services	CLASSIFIED	AFSCME Local 1746 HHS (DCFS, CJFS, DSAS)/BENEFITS FULLTIME	
1/1/2023	2	Stanton, Bryan	12/5/2022	12/4/2023			Y 6/7/2022	N/C	N	Y		Y	Supervisor, Social Services	Health and Human Services	CLASSIFIED	Senior Supervisor, Social Services	Health and Human Services	CLASSIFIED	AFSCME Local 1746 HHS (DCFS, CJFS, DSAS)/BENEFITS FULLTIME	
1/1/2023	3	Tobin, Christian	12/12/2022	12/11/2023			Y 9/8/2022 8/15/2022 6/2/2022 5/23/2022 3/31/2022	N/A	N	Y		Y	Administrator, Program Officer	Health and Human Services	CLASSIFIED	Administrator, Social Program 3	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	
1/1/2023	10	Brigham, Amethyst	1/3/2022	1/2/2023	12/31/2022	362	N	N/A	N	N/A*		N/A	HHS Training Specialist	Health and Human Services	CLASSIFIED	Program Officer 2- Bargaining - HHS 860	Health and Human Services	CLASSIFIED	LIUNA Local 860 HHS (CJFS, DCFS) & IT/BENEFITS FULLTIME	*TT, BU - not a TWL
1/1/2023	11	Dowell, Yvonne	8/16/2021	8/15/2022	12/10/2022	481	N	N/A	Y 12/11/2022	Y		Y	Senior Examiner	Health and Human Services	CLASSIFIED	Supervisor, Examiner	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	TWL exceeds 365 day limit by 116 days.
1/1/2023	16	Tomasek, Kathleen E.	3/31/2022	3/30/2023	12/31/2022	275	1/25/2022	N/A	N	Y	Resume	Y	Administrator, Social Program 4	Health and Human Services	CLASSIFIED	Administrator, Social Program 4*	Health and Human Services	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	PRC obtained the TWL Begin date as it was not on PAs. Upon PRC request, HR provided starting pay of \$43.28.
1/1/2023	17	Patronite, Justin	11/12/2021	11/11/2022	12/18/2022	401	N	N/A	Y 12/19/2022	Y		Y	Administrative Assistant	Public Works	CLASSIFIED	Permit Coordinator	Public Works	CLASSIFIED	Non-Bargaining Executive/BENEFITS FULLTIME	TWL EXCEEDS 365 day limit by 36 days. "Begin TWL" date not listed in 2022, 2021 or 2020 PAs; PRC determined the Begin TWL date. PRC verified correct "To" and "From" positions as the employee was promoted at the end of TWL.