

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0077

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

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

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

WHEREAS, on March 3, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Administrative Hearing Officer*

Number: 19061
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Time percentages for Essential Functions were changed. An
equivalency statement was added. General formatting and
language were changed. No changes to pay grade or FLSA status.

Exhibit B: Class Title: *Chief Surveyor*
Class Number: 18083
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Time percentages for Essential Functions were changed. An
equivalency statement was added to the minimum qualifications.
Work exposure was edited in the Environmental Adaptability
section. Changes were also made to format and language. No
change to pay grade or FLSA status.

Exhibit C: Class Title: *Development Housing Specialist*
Class Number: 21021
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Added a new essential function that reflected their “Contract
Manager” status in the ERP system. Time percentages were
changed for the essential functions. Format and language were
updated. No change to the pay grade.

Exhibit D: Class Title: *Senior Supervisor, CECOMS Operations*
Class Number: 12103
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Updates were made to essential job functions, minimum training
and experience, certifications, environmental adaptability, and
general formatting and language. No changes to pay grade or
FLSA status.

Exhibit E: Class Title: *Supervisor, Administrative Hearing Officer*
Class Number: 19062
Pay Grade: 15A/Exempt
* PRC routine maintenance. Classification last revised in 2016.
The minimum qualifications were changed. One (1) year of
supervisory experience was removed, and one (1) year of law
experience was added maintaining the total years of experience
required at six (6) years. Wording and format were also changed
to better reflect work performed on the job. The percentage time
spent was also slightly changed. The pay grade increased from PG
14 to 15.

Exhibit F: Class Title: *Supervisor, CECOMS Operations*
Class Number: 12101
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Quality Assurance*
Class Number: 12102
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit H: Class Title: *Deputy Financial Auditor*
Class Number: 11191
Pay Grade: 13A Exempt
* The PRC created this new classification per the request of the Fiscal Department. It was never filled, and the Fiscal Department notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.

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

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

On a motion by Ms. Brown, seconded by Mr. Miller, the foregoing Resolution was duly adopted.

Yeas: Simon, Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Brown and Jones

Nays: None

	4/27/2021
_____ County Council President	_____ Date

	4/27/2021
_____ County Executive	_____ Date

	4/27/2021
_____ Clerk of Council	_____ Date

First Reading/Referred to Committee March 23, 2021

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

Legislation Amended in Committee: March 30, 2021

Committee Report/Second Reading: April 13, 2021

Journal CC042

April 27, 2021

[Clerk's Note: Electronic signatures affixed in accordance with Cuyahoga County Code Chapter 110]