

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0105

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 April 7, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) 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: *Administrator, Administrative Hearing Program*
 Number: 19063

Pay Grade: 16A/Exempt
* PRC routine maintenance. Classification last revised in 2016.
The experience requirements were updated so that this level required more experience than the subordinate level. The pay grade has increased from PG 15A to PG 16A.

Exhibit B: Class Title: *Administrator, Animal Shelter*
Class Number: 15043
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Changes were made to minimum qualifications so that they are more related to the Animal Shelter. Changes were made to language and format. No change to pay grade or FLSA status.

Exhibit C: Class Title: *Animal Adoptions Coordinator*
Class Number: 10051
Pay Grade: 5A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2015.
The position has increased human interaction and planning responsibility. The pay grade has increased from PG 4A to PG 5A.

Exhibit D: Class Title: *Chief Dog Warden*
Class Number: 15042
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2017.
The education requirement was updated because of the position's responsibility over court proceedings. The pay grade has increased from PG 9A to PG 10A.

Exhibit E: Class Title: *Communications Analyst 2*
Class Number: 16172
Pay Grade: 9B/Non-Exempt
* PRC routine maintenance. Classification last revised in 2012.
Changes were made to format and language. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Community Development Officer*
Class Number: 21041
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015.
Updates were made to essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit G: Class Title: *Database Administrator*
Class Number: 16071
Pay Grade: 12B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015. Updates were made to essential job functions, level of data analysis, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit H: Class Title: *Developer 1*
Class Number: 16181
Pay Grade: 12B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. Changes were made to language and format. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Developer 2*
Class Number: 16182
Pay Grade: 13B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. Changes were made to language and format. Technology requirement section added. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Developer 3*
Class Number: 16183
Pay Grade: 15B/Exempt
* PRC routine maintenance. Classification last revised in 2012. Position recognized as a lead worker for the developers in the series. Changes were made to language and format. A Technology Requirements section added. The pay grade has increased from PG 14B to 15B.
- Exhibit K: Class Title: *Enterprise Systems Specialist*
Class Number: 16261
Pay Grade: 13B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit L: Class Title: *Manager, CECOMS*
Class Number: 12104
Pay Grade: 17A/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. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit M: Class Title: *Senior Database Administrator*
Class Number: 16072
Pay Grade: 15B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015.
Updates were made to essential job functions, level of data analysis, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit N: Class Title: *Supervisor, Animal Shelter (Supervisor, Animal Shelter Medical)*
Class Number: 15041
Pay Grade: 7A/Non- Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Name was changed because individual is over the medical clinic of the animal shelter. Changes were made to format and language. No change to pay grade or FLSA status.
- Exhibit O: Class Title: *Veterinarian Technician*
Class Number: 15031
Pay Grade: 5A/Non- Exempt (No change)
* PRC routine maintenance. Classification last revised in 2021.
Data utilization upgraded to mid-level and risks added to Environmental Hazards list. Changes made to format and language. No change to paygrade or FLSA status.
- Exhibit P: Class Title: *WAN Engineer 2*
Class Number: 16282
Pay Grade: 11B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updates were made to essential job functions, additional requirements, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit Q: Class Title: *Wellness Coordinator*
Class Number: 14081
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Related education and experience changed to better relate to work performed. Changes were made to format and language. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit R: Class Title: *Manager, Support Enforcement*

Class Number: 13192

Pay Grade: 15A/Exempt

* The department notified the PRC that this classification has been vacant for some time and the job duties been redistributed to Social Program Administrator 3.

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

Nays: None

County Council President

5/25/2021

Date

County Executive

5/25/2021

Date

Clerk of Council

5/25/2021

Date

First Reading/Referred to Committee: April 27, 2021

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

Legislation Substituted in Committee: May 4, 2021

Committee Report/Second Reading: May 11, 2021

Committee Report/Third Reading: May 25, 2021

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May 25, 2021

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