

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0152

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 and June 3, 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 New Classifications:

Exhibit A: Class Title: *ECM Systems Analyst*
Number: 16471

Pay Grade: 15B/Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Administrator, Development*
Class Number: 21042
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Updates were made to distinguishing characteristics, 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 C: Class Title: *Senior Training Officer (HHS Training Specialist)*
Class Number: 14052
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
- Exhibit D: Class Title: *Information Systems Analyst*
Class Number: 16102
Pay Grade: 15B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Changes were made to wording and format. A Technology Requirements section was added to list our software tools to perform the job. No change to pay grade.
- Exhibit E: Class Title: *Project Inspector*
Class Number: 18111
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Project Manager*
Class Number: 18112
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability and

general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit G: Class Title: *Senior Project Manager*
Class Number: 18113
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit H: Class Title: *Social Service Specialist*
Class Number: 13091
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013.
Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit I: Class Title: *Supervisor, Training Officer (Supervisor, HHS Training Specialist)*
Class Number: 14053
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
- Exhibit J: Class Title: *Systems Analyst*
Class Number: 16101
Pay Grade: 10B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade.
- Exhibit K: Class Title: *Web Designer I*
Class Number: 16191
Pay Grade: 9B/Exempt
* PRC routine maintenance. Classification last revised in 2015.
Changes were made to language and format. A Technology

Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from 8 to 9 because of an increase in the equipment work requirement.

Exhibit L: Class Title: *Web Designer 2*
Class Number: 16192
Pay Grade: 11B/Exempt
* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.

Exhibit M: Class Title: *Web Maintenance Technician*
Class Number: 16021
Pay Grade: 6B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.

Proposed Deleted Classification:

Exhibit N: Class Title: *Director, Parentage, Quality Assurance Manager & Training*
Class Number: 12311
Pay Grade: 21A/Exempt
* Position has been designated as unclassified under R.C.128.11 (A), subsections (9) and (28).

Exhibit O: Class Title: *Forensic Pathologist 2*
Class Number: 17012
Pay Grade: 27A/Exempt
* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit P: Class Title: *Forensic Pathologist 3*
Class Number: 17013
Pay Grade: 28A/Exempt
* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit Q: Class Title: *ERP Enterprise Asset Management Systems Lead*
Class Number: 16322
Pay Grade: 16B/Exempt
* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted

classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit R: Class Title: *ERP HRIS Systems Lead*
Class Number: 16341
Pay Grade: 16B/Exempt
* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit S: Class Title: *ERP Procurement Systems Lead*
Class Number: 16352
Pay Grade: 16B/Exempt
* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit T: Class Title: *Examiner*
Class Number: 11071
Pay Grade: 6A/Non-Exempt
* The department no longer needs most job duties outlines in this classification. The few tasks that remain have been redistributed to other classifications in the department.

Exhibit U: Class Title: *Juvenile Mediator*
Class Number: 12161
Pay Grade: 9A/Exempt
* There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.

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

Nays: None


County Council President

7/26/21
Date


County Executive

7-27-21
Date


Clerk of Council

7/21/2021
Date

First Reading/Referred to Committee: June 22, 2021

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

Committee Report/Second Reading: July 6, 2021

Journal CC043
July 20, 2021