

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0196

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 August 4, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through U) 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: *Chaplain*
 Number: 13231

Pay Grade: 6A/Exempt

* This is a new classification requested by the Sherriff's Dept. based on department need. The Chaplain(s) have been hired as Unclassified employees in the past. The classification reflects the essential functions and minimum qualifications of the position.

Exhibit B: Class Title: *Forensic Epidemiologist*

Class Number: 17101

Pay Grade: 11A/Exempt

* This is a new classification requested by the Medical Examiner's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.

Exhibit C: Class Title: *Supervisor, Compensation*

Class Number: 14122

Pay Grade: 14A/Exempt

* This is a new classification requested by the Human Resources department based on department need. The classification reflects the essential functions and minimum qualifications of the position.

Proposed Revised Classifications:

Exhibit D: Class Title: *Adult Programs Customer Service Representative*

Class Number: 10041

Pay Grade: 5A/Non-Exempt (No change)

* PRC routine maintenance. Language was updated to better reflect work performed on the job. Essential functions were removed based on statements from supervisor and manager. A technology requirements section was added. No change to pay grade.

Exhibit E: Class Title: *Advocacy Coordinator (Advocacy Officer)*

Class Number: 13011

Pay Grade: 11A/Exempt

* PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. Technology requirements section was added. Title changed from Advocacy Coordinator to Advocacy Officer. Pay Grade increased from 10A to 11A.

Exhibit F: Class Title: *Child Health Specialist*

Class Number: 13121

Pay Grade: 9A/Exempt (No change)

* PRC routine maintenance. Classification was last revised in 2017. Changes were made to distinguishing characteristics,

essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

- Exhibit G: Class Title: *Deputy Sheriff, Captain*
Class Number: 12031
Pay Grade: 16A/Exempt (No change)
* Request from the Department for the Peace Officer Standards and Training (POST) Intermediate Certificate minimum requirement to be replaced with the Ohio Peace Officer Training Academy (OPATA) certificate.
- Exhibit H: Class Title: *Early Childhood Resource and Training Coordinator*
Class Number: 13172
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification was last revised in 2017. Changes were made to essential job functions, additional requirements, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Employee & Labor Relations Specialist I*
Class Number: 14061
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Family Justice Center Operations Coordinator*
Class Number: 12071
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit K: Class Title: *Human Resources Business Partner*
Class Number: 14112
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to classification function, distinguishing characteristics, essential job functions, supervisory responsibilities,

and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

- Exhibit L: Class Title: *Intelligence Analyst*
Class Number: 12131
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. 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 M: Class Title: *Justice System Advocate*
Class Number: 13181
Pay Grade: 7A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. 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 N: Class Title: *Manager, Neighborhood Center*
Class Number: 13023
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification was last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
- Exhibit O: Class Title: Manager, Payroll
Class Number: 14031
Pay Grade: 15A/Exempt
* Classification specification was revised at the department's request. Changes were made to the essential job functions, minimum qualifications, level of analysis required, and general formatting and language. A Technology requirements section was added. Pay grade increased from 14A to 15A.
- Exhibit P: Class Title: *Senior Assessment Specialist (Senior and Adult Assessment Specialist)*
Class Number: 13111
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification was last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. Pay grade increased

from 9A to 10A. Title changed from Senior Assessment Specialist to Senior and Adult Assessment Specialist.

- Exhibit Q: Class Title: *Senior Examiner*
Class Number: 11072
Pay Grade: 7A/Non- Exempt (No change)
* PRC routine maintenance. Classification was last revised in 2017. Changes were made to essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
- Exhibit R: Class Title: *Senior Justice System Advocate*
Class Number: 13182
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit S: Class Title: *Senior Supervisor, Employment and Family Service*
Class Number: 13022
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification was last revised in 2017. Changes were made to essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
- Exhibit T: Class Title: *Supervisor, Case Control*
Class Number: 13061
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit U: Class Title: *Witness/Victim Program Specialist*
Class Number: 12051
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

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

Nays: None



County Council President

10/18/21
Date



County Executive

10-15-21
Date



Clerk of Council

10/12/2021
Date

First Reading/Referred to Committee: September 14, 2021

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

Committee Report/Second Reading: September 28, 2021

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October 12, 2021