

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0239

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.
---	---

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 October 13, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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: *Chief Investigator*
 Number: 12361

Pay Grade: 13A/Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Administrator, Program Officer*
Class Number: 10145
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Administrator, Records Management*
Class Number: 10124
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Administrator, Senior Records Management*
Class Number: 10125
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum qualifications, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Employee Services Specialist*
Class Number: 14001
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Fraud Auditor*
Class Number: 19021
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential

job functions, minimum qualifications, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Employment & Family Service*
Class Number: 13021
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Supervisor, Investigation*
Class Number: 19022
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification 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 I: Class Title: *Supervisor, Mail Room*
Class Number: 10031
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Changes were made to distinguishing characteristics, essential job functions, physical requirements, environmental adaptability, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Proposed Deleted Classification:

Exhibit J: Class Title: *Identification Technician*
Class Number: 10061
Pay Grade: 4A/Non-Exempt
* Position was identified as being a CWA bargaining unit position in the Sheriff's Department and should be removed from the class plan.

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. Baker, seconded by Mr. Miller, the foregoing Resolution was duly adopted.

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

Nays: None



County Council President

11/23/21

Date



County Executive

11-24-21

Date



Clerk of Council

11/23/21

Date

First Reading/Referred to Committee: October 26, 2021

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

Journal CC044

November 23, 2021