

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0283

Sponsored by: Councilmember Turner 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 September 13, 2023, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) 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)

Driver's License Project: The PRC is committed to supporting the County's efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's

non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.

Proposed Revised Classifications:

- Exhibit A: Class Title: *Accountant 1*
Class Number: 11061
Pay Grade: 16A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
- Exhibit B: Class Title: *Accountant 2*
Class Number: 11062
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirement section was added. No change to PG or FLSA status.
- Exhibit C: Class Title: *Board of Control Coordinator*
Class Number: 10101
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirement section was added. No change to PG or FLSA status.
- Exhibit D: Class Title: *Business Intelligence Analyst*
Class Number: 16421
Pay Grade: 9B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential job functions, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Case Manager*
Class Number: 10021
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional

- requirements, and language and formatting. A technology section was added. No change to PG or FLSA status.
- Exhibit F: Class Title: *Medical Secretary*
Class Number: 10011
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements and language and formatting. A technology requirement was added. No change to PG or FLSA status.
- Exhibit G: Class Title: *Physical Structure Security Specialist*
Class Number: 15021
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential job functions, physical ability, environmental ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit H: Class Title: *Residential/Agricultural Appraisal Coordinator*
Class Number: 20011
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Senior Business Intelligence Analyst*
Class Number: 16422
Pay Grade: 13B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, degree requirements, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Senior Supervisor, Nursing*
Class Number: 17032
Pay Grade: 13A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language and formatting. A technology section was added. Pay grade increased from 12A to 13A.
- Exhibit K: Class Title: *Supervisor, Case Manager (Supervisor, MEO Administrative)*
Class Number: 10022
Pay Grade: 7A/Non-Exempt (No change)

* PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions, minimum qualifications, additional requirements, and language and formatting. A technology requirement was added. No change to PG or FLSA status.

Exhibit L: Class Title: *Supervisor, Nursing*
Class Number: 17031
Pay Grade: 12A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language and formatting. A technology section was added. Paygrade increased from 11A to 12A.

Proposed Deleted Classifications:

Exhibit M: Class Title: *Assistant Director*
Class Number: 10271
Pay Grade: 17A/Exempt
* This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.

Exhibit N: Class Title: *Supervisor, Medical Secretary*
Class Number: 10012
Pay Grade: 7/Non-Exempt
* The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.

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.

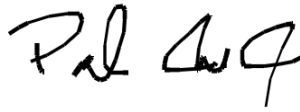
SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

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. Turner, seconded by Ms. Conwell, the forgoing Resolution was duly adopted.

Yeas: Simon, Kelly, Miller, Sweeney, Tuma, Gallagher, Schron, Turner, Conwell and Jones

Nays: None



County Council President

11/20/2023

Date



County Executive

11/20/2023

Date



Clerk of Council

11/15/2023

Date

First Reading/Referred to Committee: October 10, 2023

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

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