

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0019

Sponsored by: Councilmember Sweeney 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 December 4, 2024, 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.

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: *Applications Analyst*
 Number: 16531
 Pay Grade: 12B/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Manager, Tax Collection (Administrator, Tax Collection Division)*

Class Number: 11161

Pay Grade: 13A/Exempt

*Changes requested by the County Treasurer Department.

Changes were made to the essential job functions, minimum qualifications, and language and formatting. A minimum qualifications equivalencies section was added. No change to the pay grade or FLSA status.

Exhibit C: Class Title: *Human Resources Business Partner*

Class Number: 14112

Pay Grade: 11A/Exempt (No change)

* Changes requested by the Human Resources Department.

Supervisory responsibilities were added to the position. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Information Technology Senior Project Manager*

Class Number: 16092

Pay Grade: 15B/Exempt

* Update requested by Information Technology Department. Changes were made to distinguishing characteristics, essential functions, minimum requirements, language and formatting, and an equivalency table. A required certification was added to the minimum qualifications. Pay grade changed from 13B to 15B.

Exhibit E: Class Title: *Manager, Parking Facility*

Class Number: 15132

Pay Grade: 10A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2020.

Changes were made to the essential functions, physical requirements, language and formatting and an equivalency table was added to the minimum qualifications. No change to FLSA status.

Exhibit F: Class Title: *Supervisor, Pathology Assistant*

Class Number: 17002

Pay Grade: 11A/Non-Exempt

* PRC routine maintenance. Classification last revised in 2020.

Updates were made to language and formatting. A technology requirement and a minimum qualification equivalencies section was added. Pay grade increased from 10A to 11A.

Proposed Deleted Classifications:

Exhibit G: Class Title: *Business Administrator 1*
Class Number: 11031
Pay Grade: 6A/Exempt
* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

Exhibit H: Class Title: *Business Administrator 2*
Class Number: 11032
Pay Grade: 8A/Exempt
* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

Exhibit I: Class Title: *Business Administrator 3*
Class Number: 11033
Pay Grade: 10A/Exempt
* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

Exhibit J: Class Title: *Business Administrator 4*
Class Number: 11034
Pay Grade: 14A/Exempt
* The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.

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

Yeas: Sweeney, Casselberry, Gallagher, Schleper, Conwell, Jones, Turner, Houser, Simon, Kelly and Miller

Nays: None

<u>Dale Miller</u>	<u>1/30/2025</u>
County Council President	Date

<u>Chris Ronayne</u>	<u>1/31/2025</u>
County Executive	Date

<u>Andria Richardson</u>	<u>1/30/2025</u>
Clerk of Council	Date

First Reading/Referred to Committee: January 14, 2025
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC057
January 28, 2025