

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0195

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 May 7, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) 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:	<i>Child Welfare Contracted Services Specialist</i>
	Number:	13351
	Pay Grade:	10A/Exempt

Exhibit B: Class Title: *Manager, Child Welfare Contracted Services*
 Number: 13352
 Pay Grade: 15A/Exempt

Exhibit C: Class Title: *Supervisor, Criminal Records Unit*
 Number: 10331
 Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Administrator, Animal Shelter*
 Class Number: 15043
 Pay Grade: 15A/Exempt (No change)
 *PRC routine maintenance. Classification last revised in 2021. Changes were made to distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added.

Exhibit E: Class Title: *Adult Programs Customer Service Representative*
 Class Number: 10041
 Pay Grade: 5A/Non-Exempt (No change)
 * PRC Routine Maintenance. Classification last revised in 2021. Changes were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added.

Exhibit F: Class Title: *Records Management Officer*
 Class Number: 10121
 Pay Grade: 4A/Non-Exempt (No change)
 * PRC routine Maintenance. Classification last revised in 2021. Changes were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added.

Exhibit G: Class Title: *Supervisor, Scheduling*
 Class Number: 10042
 Pay Grade: 9A/Exempt (No change)
 * PRC routine Maintenance. Classification last revised in 2021. Changes were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added.

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

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

Nays: None

<u>Dale Miller</u>	<u>6/12/2025</u>
County Council President	Date
<u>Chris Ronayne</u>	<u>6/25/2025</u>
County Executive	Date
<u>Andria Richardson</u>	<u>6/11/2025</u>
Clerk of Council	Date

First Reading/Referred to Committee: May 27, 2025

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

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