

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0261

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 August 6, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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 Revised Classifications:

Exhibit A: Class Title: *Administrator Development*
 Class Number: 21042
 Pay Grade: 17A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit B: Class Title: *Administrator, Web and Applications Development*
Class Number: 16232

Pay Grade: 20B/Exempt

*PRC routine maintenance. Classification last revised in 2014. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 19B to 20B.

Exhibit C: Class Title: *Building Rehabilitation Specialist*
Class Number: 19011

Pay Grade: 7A/Non-Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit D: Class Title: *Development Housing Specialist*
Class Number: 21021

Pay Grade: 8A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit E: Class Title: *HMIS Administrator*
Class Number: 16031

Pay Grade: 11A/Exempt (No change)

*PRC routine maintenance. Classification last revised in 2021. Changes to essential functions, language and formatting. A minimum qualifications equivalency table and technology section were added. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Manager, Technical Services*
Class Number: 16272

Pay Grade: 18B/Exempt

*PRC routine maintenance. Classification last revised in 2012. Updates were made to the distinguishing characteristics, essential function and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 17B to 18B.

Exhibit G: Class Title: *Senior Development Housing Specialist*
Class Number: 21022

Pay Grade: 12A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit H: Class Title: *Supervisor, Building Rehabilitation Specialist*

Class Number: 19012

Pay Grade: 10A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit I: Class Title: *Web Designer 2*

Class Number: 16192

Pay Grade: 11B/Exempt (No change)

*PRC routine maintenance. Classification last revised in 2021. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit J: Class Title: *Computer Operator 1*

Class Number: 16051

Pay Grade: 4B/Non-Exempt

* The one employee was laid off and the position is vacant. The tasks performed by this position are no longer needed by the IT department.

Exhibit K: Class Title: *Loan Portfolio Analyst*

Class Number: 21001

Pay Grade: 13A/Exempt

* This position is vacant and no longer being utilized by the department. The tasks of the position are being performed by an Economic and Community Development Program Specialist.

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 Ms. Conwell, the foregoing Resolution was duly adopted.

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

Nays: None

<u>Dale Miller</u>	<u>10/16/2025</u>
County Council President	Date
<u>Chris Ronayne</u>	<u>10/20/2025</u>
County Executive	Date
<u>Andria Richardson</u>	<u>10/15/2025</u>
Clerk of Council	Date

First Reading/Referred to Committee: September 9, 2025
Committee(s) Assigned: Human Resources, Appointments & Equity

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