

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
RESOLUTION NO. 2015-004**

**A Resolution Adopting the Cuyahoga County Personnel Review Commission's
Policy and Procedure for Reporting from the County Executive's Organization
and Departments.**

WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations; and,

WHEREAS, Section 9.02(2) of the Charter assigns to the Personnel Review Commission certain oversight functions including responsibility for administration of compliance with federal and state laws regarding personnel matters; and,

WHEREAS, Section 9.02(3) of the Charter provides the Personnel Review Commission with the authority to ensure certain standards related to the County's personnel practices; and,

WHEREAS, Section 9.05 of the Charter and the Personnel Review Commission's Administrative Rules require the Department of Human Resources to provide regular reports to the Personnel Review Commission;

WHEREAS, Section 2.03(12) of the Charter requires the County Executive to provide reports to the Personnel Review Commission regarding the County's collective bargaining strategies and approved contracts; and,

NOW, THEREFORE, BE IT RESOLVED, that the Cuyahoga County Personnel Review Commission hereby adopts the following reporting policies and procedures:

Required Reports:

- Bi-annual report of job audit requests, decisions, and salary adjustments including current rate, new rate and percentage of difference to be submitted in January and June of each calendar year;
- Annual report of benefits packages across bargaining units and non-bargaining unit employee benefits plans and employee contributions;
- Bi-annual disciplinary report of all disciplinary actions taken across the Executive's organization and Departments which includes disciplinary actions sorted by both Appointing Authority and by disciplinary action;
- Annual training records to include the content/scope of all training provided by the Human Resources department, the number of participants who completed training, and

outcome data which reflects the ROI of the training, including learning, behavioral and result outcomes of training;

- Annual reports reflecting the number of employees whose performance was evaluated, the number of managers who were trained on evaluation practices;
- Annual summary report of improvements and expansion of recruitment operations in the HR Department and in individual County Departments, and outcome data on various recruiting tools and methods used by the County;
- Annual count of employees who have participated in ethics training, and an indication of what portion of total employees that represents;
- The EEO-4 report /plan for the County when it is submitted formally by the Human Resources department to the EEOC;
- Quarterly reports regarding the County's collective bargaining strategies and approved contracts;
- Monthly reports identifying the previous month's temporary appointments, the date of the appointment, the date the appointment expires, the position, and the department;
- Annual reports regarding the performance of functions delegated to the HR Department by the PRC as identified in PRC Administrative Rule 3.06; and
- Reports regarding appointments to the unclassified service as described in PRC Resolution 2015-003 and any amendments thereto.

BE IT FURTHER RESOLVED that this resolution become immediately effective in order to provide for the usual, daily operation of the Personnel Review Commission.

On a motion by Commissioner Robert Wolff, seconded by Commissioner Deborah Southerington, the foregoing resolution was duly approved.

AYES: Commissioner Robert Wolff and Commissioner Deborah Southerington
NAYS: None
ABSTENTION: None
NOT PRESENT: Chairman Thomas Colaluca
DATE: January 21, 2015