



CUYAHOGA COUNTY COUNCIL

HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING AGENDA

TUESDAY, SEPTEMBER 29, 2026—10:00 A.M.

Committee Members

Martin J. Sweeney, Chair | Dist. 3
Michael J. Gallagher, Vice Chair | Dist. 5
Yvonne M. Conwell | Dist. 7
Michael J. Houser, Sr. | Dist. 10
Meredith M. Turner | Dist. 9

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES FROM THE JULY 28, 2026 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0289: A Resolution adopting changes to the Cuyahoga County Non-Bargaining Classification for the position of Administrator, Senior Records Management; and declaring the necessity that this Resolution become immediately effective.
- b) R2026-0244: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan for Exhibits A through D; and declaring the necessity that this Resolution become immediately effective.
- c) R2026-0245: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan for Exhibits A through T; and declaring the necessity that this Resolution become immediately effective.
- d) R2026-0250: A Resolution confirming the County Executive's appointment of Kenyetta M. Cloud to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030, and declaring the necessity that this Resolution become immediately effective.
- e) R2026-0251: A Resolution confirming the County Executive's appointment of Kent B. Cicerchi to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030, and declaring the necessity that this Resolution become immediately effective.
- f) R2026-0260: A Resolution approving the appointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective:

- i) Appointment for an unexpired term ending 11/15/2028:
 - a. Robert M. Pence
 - ii) Appointment for an unexpired term ending 4/15/2029:
 - a. Dartanian Warr
- g) R2026-0261: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective; and declaring the necessity that this Resolution become immediately effective.
- h) R2026-0264: A Resolution confirming the County Executive's appointment of Dana Barragate to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030, and declaring the necessity that this Resolution become immediately effective.
- i) R2026-0265: A Resolution confirming the County Executive's appointment of Matthew Besser to serve on Administrative Appeals Board for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.
- j) R2026-0266: A Resolution confirming the County Executive's appointment of Katherine Hollingsworth to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028, and declaring the necessity that this Resolution become immediately effective.
- k) R2026-0267: A Resolution confirming the County Executive's appointment of Gabrielle Kelly to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030, declaring the necessity that this Resolution become immediately effective.
- l) R2026-0268: A Resolution confirming the County Executive's appointment of Claire Wade to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028, and declaring the necessity that this Resolution become immediately effective.
- m) R2026-0269: A Resolution confirming the County Executive's appointment of Paul Herdeg to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.
- n) R2026-0270: A Resolution confirming the County Executive's appointment of Anthony Scott to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.
- o) R2026-0271: A Resolution confirming the County Executive's appointment of Michael Chambers to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.
- p) R2026-0272: A Resolution confirming the County Executive's appointment of Tania Menesse to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.

- q) R2026-0273: A Resolution confirming the County Executive's appointment of Sabrina Roberts to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029, and declaring the necessity that this Resolution become immediately effective.
- r) R2026-0274: A Resolution confirming the County Executive's appointment of Melanie Knowles to serve on the District One Natural Resources Assistance Council for the term 10/15/2026 – 10/14/2029, and declaring the necessity that this Resolution become immediately effective.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

** Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Download the Metropolis smartphone app and create an account to have parking validated at meetings. Please scan the QR code posted in Council Chambers to input your license plate information for parking to be validated by Metropolis, a non-County entity. You will be responsible for the cost of parking if you are unable to utilize this online parking service.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



CUYAHOGA COUNTY COUNCIL

HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING MINUTES

TUESDAY, JULY 28, 2026—10:00 A.M.

Committee Members

Martin J. Sweeney, Chair | Dist. 3
Michael J. Gallagher, Vice Chair | Dist. 5
Yvonne M. Conwell | Dist. 7
Michael J. Houser, Sr. | Dist. 10
Meredith M. Turner | Dist. 9

1. CALL TO ORDER

Chairman Sweeney called the meeting to order at 10:01 a.m.

2. ROLL CALL

Mr. Sweeney asked Clerk Richardson to call the roll. Committee members Sweeney, Gallagher, Conwell, Houser and Turner were in attendance, and a quorum was determined.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JULY 14, 2026 MEETING

A motion was made by Ms. Turner, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the July 14, 2026 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0213: A Resolution confirming the County Executive's appointment of Mary R. Cierebiej to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/1/2; declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2026-0213.

Mr. Sweeney introduced a proposed substitute to Resolution No. R2026-0213. Discussion ensued.

A motion was made by Mr. Sweeney, seconded by Ms. Turner and approved by unanimous vote to accept the proposed substitute.

Mary Cierebiej, Executive Director of the Cuyahoga County Planning Commission, addressed the Committee regarding Resolution No. R2026-0213. Discussion ensued.

Committee members had no questions for Ms. Cierebiej.

On a motion by Ms. Turner with a second by Mr. Houser, Resolution No. R2026-0213 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

- b) R2026-0214: A Resolution confirming the County Executive's appointment of Emily Monteleone to serve on The Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2026 – 6/30/2029; declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0214.

Committee members asked questions of Mr. Alverado pertaining to the item, which he answered accordingly.

Mr. Sweeney introduced a proposed substitute to Resolution No. R2026-0214. Discussion ensued.

A motion was made by Mr. Sweeney, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute.

Emily Monteleone addressed the Committee regarding Resolution No. R2026-0214. Discussion ensued.

Chair Sweeney asked questions of Ms. Monteleone, which she answered accordingly. Discussion ensued. Committee members had no questions, but commented on Ms. Monteleone's experience, expertise and qualifications.

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2026-0214 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

- c) R2026-0215: A Resolution confirming the County Executive's appointment of Patricia Newell to serve on the Western Reserve Area Agency on Aging Board of Trustees for an unexpired term ending 12/31/2026; declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0215.

Committee members asked questions of Mr. Alverado pertaining to the item, which he answered accordingly.

Mr. Sweeney introduced a proposed substitute to Resolution No. R2026-0215. Discussion ensued.

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.

Patricia Newell addressed the Committee regarding Resolution No. R2026-0215. Discussion ensued.

Committee members asked questions of Ms. Newell pertaining to her experience, expertise and qualifications, which she answered accordingly. Discussion ensued.

On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2026-0215 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

- d) R2026-0216: A Resolution confirming the County Executive's appointment of Wayne D. Hudson to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for a four-year term ending 6/30/2029; declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado addressed the Committee regarding Resolution No. R2026-0216.

Mr. Sweeney introduced a proposed substitute to Resolution No. R2026-0216. Discussion ensued.

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.

Committee members asked questions of Mr. Hudson pertaining to his experience, expertise and qualifications, which he answered accordingly. Discussion ensued.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2026-0216 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

- e) R2026-0219: A Resolution authorizing a contract with Medical Mutual of Ohio in the amount not-to-exceed \$2,919,182.00 for stop loss insurance services for Cuyahoga County and Cuyahoga County Benefits Regionalization Program participants for the period 1/1/2026 – 12/31/2026; authorizing the County Executive to execute Contract No. 6312 and all other documents consistent with said award and this Resolution; declaring the necessity that this Resolution become immediately effective.

Gloria Langford, Director of Benefits, and Stephen Witt, Business Services Manager for the Department of Human Resources addressed the Committee regarding Resolution No. R2026-0219. Discussion ensued.

Committee members asked questions of Ms. Langford and Mr. Witt pertaining to the item, which they answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Gallagher, Resolution No. R2026-0219 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairman Sweeney adjourned the meeting at 10:48 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0289

Sponsored by: Councilmember Sweeney	A Resolution adopting changes to the Cuyahoga County Non-Bargaining Classification for the position of Administrator, Senior Records Management 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 classified employees of the charter government, and pay ranges for each classification that are adopted by Council resolution; 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. The Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications:

Class Title: ~~Administrator, Senior Records Management~~ **County Archivist**
Number: 10125
Pay Grade: 12A/Exempt

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 14, 2025

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

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0244

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 July 1, 2026, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) 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: *Fiscal Management Analyst*
Number: 11251
Pay Grade: 12A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *9-1-1 Coordinator*
Class Number: 12121
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Title changed from 9-1-1- Coordinator to 911 Coordinator.
Changes were made to the essential functions, language, and formatting. No change to FLSA status or pay grade.

Exhibit C: Class Title: *Employee Services Specialist*
Class Number: 14001
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2021.
Changes were made to the essential functions, distinguishing characteristics, language, and formatting. A minimum qualifications equivalency table was added. No change to FLSA status or pay grade.

Exhibit D: Class Title: *Supervisor, Geriatric Behavioral Nurse*
Class Number: 17051
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2022.
Changes were made to the essential functions, language, and formatting. No change to FLSA status or pay grade.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 8, 2026

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

Journal _____
_____, 20____



F. Allen Boseman, Chairman
Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

Date: August 14, 2026

To: Cuyahoga County Council President Dale Miller
Council Members, Human Resources, Appointments & Equity
Committee

From: F. Allen Boseman, Chairman
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on July 1, 2026, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT	
Fiscal Management Analyst 11251	12A Exempt	Public Works	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
9-1-1 Coordinator 12121	8A Non-Exempt	8A Non-Exempt (No Change)	Public Safety and Justice Services



F. Allen Boseman, Chairman
Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner

Employee Services Specialist 14001	4A Non-Exempt	4A Non-Exempt (No Change)	Human Resources
Supervisor, Geriatric Behavioral Nurse 17051	11A Exempt (No Change)	11A Exempt (No Change)	Senior and Adult Services

cc: Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner
Albert Bouchahine, PRC Co-Director
George Vaughan, PRC Co-Director

Joseph Nanni, Council Chief of Staff
Sarah Nemastil, HR Director
Andria Richardson, Clerk of Council

Posted: 6/25/2026

Meeting: 7/1/2026

<u>Job Title</u> <u>NEW</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Fiscal Management Analyst	11251	N/A	12A Exempt	Public Works	This is a new classification requested by the Department of Human Resources for an employee who was deemed misclassified based on a job audit. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u> <u>REVISED</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
9-1-1 Coordinator	12121	8A Non-Exempt	8A Non-Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2020. Title changed from 9-1-1 Coordinator to 911 Coordinator. Changes were made to the essential functions, language, and -formatting. No change to FLSA status or pay grade.
Employee Services Specialist	14001	4A Non-Exempt	4A Non-Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2021. Changes were made to the essential functions, distinguishing characteristics, language, and formatting. A minimum qualifications equivalency table was added. No change to FLSA status or pay grade.
Supervisor, Geriatric Behavioral Nurse	17051	11A Exempt (No Change)	11A Exempt (No Change)	Senior and Adult Services	PRC routine maintenance. Classification last revised in 2022. Changes were made to the essential functions, language, and formatting. No change to FLSA status or pay grade.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Management Analyst	Class Number:	11251
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works	EXHIBIT A	

Classification Function

The purpose of this classification is to assist with the planning, directing, and coordinating of fiscal and budget activities for an assigned department.

Distinguishing Characteristics

This is an advanced journey level classification that is responsible for planning, coordinating, and directing activities and operations of one or more assigned accounting or fiscal programs (e.g., sanitary sewer assessment) under direction of a higher-level manager, which requires the development and maintenance of complex dashboards, databases, queries, reports, and/or computerized reporting applications. This class works under general direction of a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for the assigned department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Under direction of a manager, plans, directs, and coordinates activities and operations for one or more assigned accounting or fiscal programs (e.g., sanitary sewer assessment); prepares and maintains complex records and reports related to fiscal activities and operations and ensures compliance with department guidelines and County, state, and federal regulations; develops and utilizes dashboards, databases, queries, reports, and/or computer applications required to perform assigned studies, projects, and reports; reviews, processes, and monitors expense adjustments, revenue adjustments, appropriation adjustments, budget transfers, and requisitions; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches financial discrepancies and works to resolve; manages and ensures compliance for grants; assists with development and implementation of performance criteria for assigned area and evaluates area's performance in meeting goals and objectives.

30% +/- 10%

- Assists a higher-level manager with budget preparation and administration and related financial reporting; provides expertise and recommendations to management on budget development, financial strategy, and financial analysis activities; formulates procedures, policies, and guidelines for assigned financial programs; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs; develops budget presentations; prepares and maintains financial records and reports and

Fiscal Management Analyst

ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and County, State, and Federal regulations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

10% +/- 5%

- Serves as lead worker; may coordinate and oversee small projects; reviews and approves work submitted by other team members; provides quality control of content produced by lower-level employees; identifies and recommends targeted training needs of lower-level employees.

10% +/- 5%

- Coordinates with other departments, agencies, and employees; provides assistance and technical advice to budget and fiscal personnel, municipalities, upper-level management, and taxpayers; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; coordinates with other County agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; creates data and reports for internal and external audits.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business administration, finance, or related field with five (5) years of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	9 years
Unrelated associate degree	9 years
Related associate degree	7 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	3 years

Related degree fields: business administration (all majors), finance, economics, public/nonprofit administration, statistics.

Related work experience: accounting, fiscal, or budget administration; grant, payroll, or purchasing management; financial auditing; financial reporting; regulatory compliance;.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Sanitary Assessment Database, Grant Database, Microsoft Access).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information, and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sanitary assessment data, assessment reports, financial reports, cost reports, productivity reports, permits database, billing invoices, grant specifications, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, grant guidelines and requirements, and relevant sections of the Ohio Revised Code.
- Ability to prepare financial statements, statistical reports, summary reports, budgets, budget projections, allocations, and reconciliations, assessment certification, rate file, 10-year rate file, grant reports, productivity reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, fiscal, tax assessment, and related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, management, vendors, other County employees and departments, municipalities, State Auditor's employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	911 Coordinator	Class Number:	12121
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services	EXHIBIT B	

Classification Function

The purpose of this classification is to assist Public Safety Answering Point (PSAP) call centers with 9-1-1 services including database management.

Distinguishing Characteristics

This is a journey-level technical classification with responsibility for assembling, delivering, tracking, and filing information related to 9-1-1 services. This classification works under general supervision of the Manager, CECOMS, and works within a framework of defined procedures and regulations. The incumbent exercises discretion in applying established policies and procedures to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

30% +/- 10%

- Conducts yearly PSAP visits; collects and reports Revenue and Expenditures forms to the State 9-1-1 Program Office each; ensures all PSAPs are compliant with State Rules; monitors PSAP call answering performance; develops and maintains monthly call matrix reports for all county PSAPs; reports results of monthly and yearly compliance monitoring to the 9-1-1 Program Review Committee

25% +/- 10%

- Plans and facilitates quarterly 9-1-1 Program Review Committee meetings; maintains and updates the County 9-1-1 plan in accordance with the ORC; researches industry standards and local national trends; recommends purchases or upgrades; attends state 9-1-1 meetings; attends various committee meetings and provides agendas, minutes, and conveys the information discussed to appropriate people.

20% +/- 10%

- Works with addressing authorities and county GIS to provide accuracy to the 9-1-1 database and update data that is consistent with state standards; Maintains Master Street Address Guide (MSAG), Ensures Automatic Number Identifier (ANI), and Automatic Location Identifier (ALI) discrepancies are corrected and incorporated into the MSAG.

20% +/- 10%

- Assists the Public Safety Answering Points with 9-1-1 services; assists with special projects at the PSAP and CECOMS center; responds to questions and requests from PSAPs; assists PSAPs with quality assurance and quality improvement; responds to requests for information, answers questions, and concerns from the general public; responds to inquiries and requests from telephone companies; plans and conducts quarterly PSAP meetings; develops and disseminates 9-1-1 information (large projects i.e. NG911, RFP, etc.) quarterly updates to PSAP Managers, Police & Fire Chiefs; assists with the administration of the countywide 9-1-1 system.

Effective Date: 07.29.1997
Last Modified: 08.04.2020

5% +/- 2%

- Manages and maintains County Emergency Medical Dispatch (EMD) program; assists with the implementation of the regional EMD program; develops, organizes, and attends various education programs; prepares and conducts EMD and Public Safety Telecommunication (PST) certification classes; manages and maintains County training programs for 9-1-1.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with three (3) years of experience in public safety, Emergency Medical Dispatch (EMD), or related experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	3 years
Any associate degree	1 year
Any bachelor or graduate degree	0 years

Related work experience: administrative experience

- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), Computer-aided Dispatch (CAD) Software, Enhanced 911 (E911) software, database software (Vesta), and the Master Street Address Guide (MSAG).

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.

- Ability to comprehend a variety of informational documents including monthly call counts from vendors, MSAG/ANI/ALI discrepancy reports, cell tower/sector changes, Emergency Call Worker RFC and weekly status reports, regular notification of certification, County 9-1-1 Plan, call analytics, vesta reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals the Employee Handbook, white papers, professional standards, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare Monthly Call Matrix Report, PSAP Manager Contact list, County 9-1-1 Plan, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret communications terminology and language.
- Ability to communicate effectively with CECOMS supervisor, CECOMS staff, PSAP managers, PSAP Chiefs, telephone companies, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment..

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Services Specialist	Class Number:	14001
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Human Resources	EXHIBIT C	

Classification Function

The purpose of this classification is data processing and reviewing,, troubleshooting, and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This classification is responsible for supporting Human Resources operations by ensuring the accuracy of data and reporting within the County's ERP system of record. Positions in this class receive general supervision and are expected to demonstrate the ability to work independently to perform the duties associated with this class. The employee works within a framework of established regulations, policies, and procedures and is expected to exercise judgment in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

70% +/- 10%

- Processes, enters, and maintains employee data following review and verification of documentation for the County's Enterprise Resource Planning (ERP) system to ensure accuracy and compliance with County policies and procedures; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions are processed accurately and in compliance with established policies, guidelines, and procedures; revises incomplete or incorrect information; identifies and resolves discrepancies in coordination with departments and stakeholders; Identifies opportunities to improve work flows, documentation, processes, and procedures; develops and maintains workflow documentation, user guides, process maps, and reference tools to standardize procedures, support training, and improve HR operations, uses established records retention guidelines to purge files to eliminate duplication of data.

10% +/- 5%

- Analyzes and resolves data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator; administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles, system access and rights within the ERP system; monitors audit and security logs; works and collaborates with stakeholders to develop data management strategies; identifies automation, process improvement ideas and standardization opportunities; assists in writing and maintaining policies and procedures.

10% +/- 5%

- Tests system changes and upgrades by inputting new data and reviewing outputs to validate system functionality ; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

5% +/- 2%

- Creates, modifies, and maintains reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.

5% +/- 2%

- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; provides guidance, training, and support to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of human resource administrative or data entry experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/unrelated degree	1 year
Any related degree	No experience required

Related degree fields: human resources, business administration, information systems

Related work experience: human resources, administrative operations, use of enterprise HR system, workflows

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and enterprise resource planning software (INFOR, SAP, GHR).

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, project plans, employee action request forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and record retention guidelines.
- Ability to prepare training materials, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, workflow documentation, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Geriatric Behavioral Health Nurse	Class Number:	17051
FLSA:	Exempt	Pay Grade:	11A
Dept:	Senior and Adult Services	EXHIBIT D	

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning, and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for assessing clients' medical status, mental health, and cognitive functioning, and supervising assigned staff. This class works under general direction of a Deputy Administrator, Community Programs. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations. This position requires visiting and interacting with clients in their homes.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/- 10%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; provides nursing assessments for new (same day) clients and existing Division and Senior and Adult service including Adult Protective Services (APS) clients; checks vitals and monitors heart rate; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability and mental health with various assessments (e.g., Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine client's capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 5%

- Conducts home visits; examines the home for environmental hazards; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

10% +/- 5%

- Supervises and directs the work of Senior and Adult Assessment Specialists, Behavioral Health Unit employees, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills; attends and testifies in court hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Biennial renewal of registered nursing license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printers.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to bend and twist, and the ability to lift, push, and pull up to 25 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (ODAPS, CaseWorthy).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Employee Handbook, Centers for Medicare and Medicaid Services, APS state mandate, policies, and procedures, HIPAA, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, correspondence, lab reports, medical notes, staff evaluations, cognitive assessments, mileage reimbursement sheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, mental health, and related legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, bright/dim lights, noise extremes, animals, and temperature extremes.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0245

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 5, 2026, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through T) 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: *Administrator 2, Performance Improvement*
Number: 13391
Pay Grade: 17A/Exempt

Exhibit B: Class Title: *Manager, Performance Improvement*
Number: 13381
Pay Grade: 15A/Exempt

Exhibit C: Class Title: *Permit Technician*
Number: 10341
Pay Grade: 5A/Non-Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Benefits Analyst*
Class Number: 14071
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2022.
Changes were made to essential functions, language, and
formatting. A minimum qualifications equivalency table
was added. No change to pay grade or FLSA evaluation.

Exhibit E: Class Title: *Crime Stoppers Coordinator*
Class Number: 12145
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2022.
Changes were made to essential functions, language, and
formatting. A minimum qualifications equivalency table was
added. No change to pay grade or FLSA evaluation.

Exhibit F: Class Title: *Manager, Witness Victim Services*
Class Number: 12061
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2022.
Changes were made to essential functions, language, and
formatting. A minimum qualifications equivalency table was
added. No change to pay grade or FLSA evaluation.

Exhibit G: Class Title: *Manager, Emergency Management*
Class Number: 12094
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2021.
Changes were made to language and formatting. A minimum
qualifications equivalency table was added. No change to pay
grade or FLSA evaluation.

Exhibit H: Class Title: *Manger, Payroll*
Class Number: 14032
Pay Grade: 16A/Exempt
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to essential functions, level of data

analysis, and language and formatting. A minimum qualifications equivalency table was added. The pay grade has increased from PG 15A to PG 16A.

Exhibit I: Class Title: *Performance Consultant*
Class Number: 10221
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation.

Exhibit J: Class Title: *Radio Dispatch Coordinator*
Class Number: 15191
Pay Grade: 3A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Changes were made to essential functions, language, and formatting. No change to pay grade or FLSA evaluation.

Exhibit K: Class Title: *Supervisor, Building Maintenance*
Class Number: 15081
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation.

Exhibit L: Class Title: *Payroll Supervisor*
Class Number: 14031
Pay Grade: 12A/Exempt
* PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, level of data analysis, and language and formatting. A minimum qualifications equivalency table was added. The pay grade has increased from PG 11A to PG 12A.

Proposed Deleted Classifications:

Exhibit M: Class Title: *Chief Toxicologist*
Class Number: 12311
Pay Grade: 21A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.

- Exhibit N: Class Title: *Supervisor, Drug Chemistry Laboratory*
Class Number: 12264
Pay Grade: 17A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
- Exhibit O: Class Title: *Supervisor, Fingerprints Laboratory*
Class Number: 12244
Pay Grade: 17A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
- Exhibit P: Class Title: *Supervisor, Firearms/Toolmark Laboratory*
Class Number: 12284
Pay Grade: 17A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
- Exhibit Q: Class Title: *Supervisor, Forensic DNA Lab, DNA Tech & Training Laboratory*
Class Number: 12234
Pay Grade: 21A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
- Exhibit R: Class Title: *Supervisor, Parentage Laboratory*
Class Number: 12291
Pay Grade: 17A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
- Exhibit S: Class Title: *Supervisor, Toxicology Laboratory*
Class Number: 12254
Pay Grade: 17A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan.

All employees were transferred in 2024 to unclassified positions.

Exhibit T: Class Title: *Supervisor, Trace Evidence Laboratory*
Class Number: 12274
Pay Grade: 17A/Exempt
* This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan.
All employees were transferred in 2024 to unclassified positions.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 8, 2026

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

Journal _____
_____, 20____



F. Allen Boseman, Chairman
Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

Date: August 7, 2026

To: Cuyahoga County Council President Dale Miller
Council Members, Human Resources, Appointments & Equity
Committee

From: F. Allen Boseman, Chairman
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on August 5, 2026, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS		
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrator 2, Performance Improvement 13391	17A Exempt	All Departments
Manager, Performance Improvement 13381	15A Exempt	All Departments
Permit Technician 10341	5A Non-Exempt	Fiscal



F. Allen Boseman, Chairman
 Thomas Colaluca, Commissioner
 Deborah Southerington, Commissioner

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Benefits Analyst 14071	9A Exempt	9A Exempt (No Change)	Human Resources
Crime Stoppers Coordinator 12145	7A Non-Exempt	7A Non-Exempt (No Change)	Sheriff
Manager, Witness Victim Services 12061	15A Exempt	15A Exempt (No Change)	Public Safety & Justice Services
Manager, Emergency Management 12094	16A Exempt	16A Exempt (No Change)	Public Safety & Justice Services
Manager, Payroll 14032	15A Exempt	16A Exempt	Fiscal
Performance Consultant 10221	13A Exempt	13A Exempt (No Change)	Information Technology & Health and Human Services
Radio Dispatch Coordinator 15191	3A Non-Exempt	3A Non-Exempt (No Change)	Public Works
Supervisor, Building Maintenance 15081	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Supervisor, Payroll 14031	11A Exempt	12A Exempt	Fiscal



F. Allen Boseman, Chairman
 Thomas Colaluca, Commissioner
 Deborah Southerington, Commissioner

PROPOSED DELETED CLASSIFICATIONS

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Chief Toxicologist 12311	21A Exempt	Medical Examiner
Supervisor, Drug Chemistry Laboratory 12264	17A Exempt	Medical Examiner
Supervisor, Fingerprints Laboratory 12244	17A Exempt	Medical Examiner
Supervisor, Firearms/Toolmark Laboratory 12284	17A Exempt	Medical Examiner
Supervisor, Forensic DNA Lab, DNA Tech & Training Laboratory 12234	21A Exempt	Medical Examiner
Supervisor, Parentage Laboratory 12291	17A Exempt	Medical Examiner
Supervisor, Toxicology Laboratory 12254	17A Exempt	Medical Examiner
Supervisor, Trace Evidence Laboratory 12274	17A Exempt	Medical Examiner

cc: Thomas Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Albert Bouchahine, PRC Co-Director
 George Vaughan, PRC Co-Director

Joseph Nanni, Council Chief of Staff
 Sarah Nemastil, HR Director
 Andria Richardson, Clerk of Council

Posted: 7/30/2026
Meeting: 8/5/2026

<u>Job Title</u> <u>NEW</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Administrator 2, Performance Improvement	13391	N/A	17A Exempt	All Departments	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Social Program Administrator 4, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Performance Improvement	13381	N/A	15A Exempt	All Departments	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Social Program Administrator 3, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
Permit Technician	10341	N/A	5A Non-Exempt	Fiscal	This is a new classification requested by the Fiscal Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u> <u>REVISED</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Benefits Analyst	14071	9A Exempt	9A Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
Crime Stoppers Coordinator	12145	7A Non-Exempt	7A Non-Exempt (No Change)	Sheriff	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
Manager, Witness Victim Services	12061	15A Exempt	15A Exempt (No Change)	Public Safety & Justice Services	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation

Manager, Emergency Management	12094	16A Exempt	16A Exempt (No Change)	Public Safety & Justice Services	PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
Manager, Payroll	14032	15A Exempt	16A Exempt	Fiscal	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, level of data analysis, and language and formatting. A minimum qualifications equivalency table was added. The pay grade has increased from PG 15A to PG 16A.
Performance Consultant	10221	13A Exempt	13A Exempt (No Change)	Information Technology & Health and Human Services	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
Radio Dispatch Coordinator	15191	3A Non-Exempt	3A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2017. Changes were made to essential functions, language, and formatting. No change to pay grade or FLSA evaluation
Supervisor, Building Maintenance	15081	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
Supervisor, Payroll	14031	11A Exempt	12A Exempt	Fiscal	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, level of data analysis, and language and formatting. A minimum qualifications equivalency table was added. The pay grade has increased from PG 11A to PG 12A.
<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>		<u>DEPARTMENT</u>	<u>Rationale</u>	
Chief Toxicologist 12311	21A Exempt		Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.	
Supervisor, Drug Chemistry Laboratory 12264	17A Exempt		Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.	
Supervisor, Fingerprints Laboratory 12244	17A Exempt		Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.	

Supervisor, Firearms/Toolmark Laboratory 12284	17A Exempt	Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
Supervisor, Forensic DNA Lab, DNA Tech & Training Laboratory 12234	21A Exempt	Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
Supervisor, Parentage Laboratory 12291	17A Exempt	Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
Supervisor, Toxicology Laboratory 12254	17A Exempt	Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
Supervisor, Trace Evidence Laboratory 12274	17A Exempt	Medical Examiner	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator 2, Performance Improvement	Class Number:	13391
FLSA:	Exempt	Pay Grade:	17A
Dept:	All Departments EXHIBIT A		

Classification Function

The purpose of this classification is to oversee multiple specialized teams responsible for designing, evaluating, and improving the processes used by a County agency as well as advise the director on operational management and strategic direction.

Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing the agency's initiatives for casework quality assurance, performance improvement projects, business intelligence, professional development, regulatory compliance, and use and analysis of software applications. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. In conjunction with other upper management, the incumbent participates in determining the direction, goals, and objectives of the policies, programs, and operations of the assigned agency. This position is distinguished from Administrator 1, Performance Improvement in that the Administrator 1 is supervising 1-2 employees in various functions as opposed to multiple teams.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

25% +/- 10%

- Partners with agency leadership to plan and implement agency initiatives, operations, policies and procedures, continuous quality improvement, programs, software applications, data analysis, staff training, and compliance risks; plans and implements long-term strategic efforts to improve agency work quality and efficient use of agency resources; prepares briefings and data analyses for agency leadership on operational issues; supports agency planning efforts to prepare the social services system for anticipated shifts in population needs, funding models, or federal/state oversight structures; works with agency Director to develop staffing plan and budget justifications; identifies, plans, and monitors operational and training changes within the agency in response to changing state and federal regulatory requirements and policy shifts in funded programs; applies, monitors, and reports on grants and grant-related projects.

25% +/- 10%

- Directs agency's performance improvement projects and initiatives; oversees business intelligence and data analysis activities for the agency; oversees external regulatory compliance and internal procedural policymaking; plans and initiates change management efforts tied to structural/policy changes affecting agency service delivery; researches policy, best practice principles, and data-related information for continuous quality improvement plans for the assigned agency; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management; manages crisis interventions when QA identifies critical errors.

15% +/- 5%

Administrator 2, Performance Improvement

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; works with the union on staff complaints or changes to bargaining staff operations; plans organization structure and evaluates and implements changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Directs use and support of software in agency operations; works with the IT Department to direct and prioritize software design for agency use; contributes to long-term software development and pilot cycles of state management software; administers state case management software; coordinates responses to emergency software failures or data issues impacting service delivery; directs and coordinates timing and launch of software upgrades or scheduled software updates with IT teams and agency management.

10% +/- 5%

- Acts as a liaison to State and Federal agencies for technical and regulatory matters; represents assigned agency at State of Ohio meetings and advocacy organizations.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; oversees reviews and County, state, and federal audits of agency casework; oversees training and professional development for agency staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public administration, social work, or a related field with nine (9) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency including 5 years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor's degree	13 years
Related bachelor's degree	13 years
Unrelated master's/doctoral degree	13 years
Related master's/doctoral degree	9 years

**Five (5) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: social services, social work, accounting, business administration, psychology, public health, behavioral health, education.

Related work experience: None

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), data visualization software (Tableau, Power BI), data reporting software (SQL Server Reporting Services), and project management software (Jira, Smartsheets).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistical calculations, perform basic algebra, and interpret advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including reports (i.e., - agency performance reports, monthly, quarterly, and annual reports, statistical reports), corrective action plans, audit findings, County and agency strategic plans and leadership directives, performance assessments, agency policy and procedure guides, research studies, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga

Administrator 2, Performance Improvement

County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.

- Ability to prepare statistical reports, reports (i.e., – performance reports, year-end reports), policy and practice decision memos, agency performance assessments, project chargers, best practice reports, policies and procedures, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language related to assigned area.
- Ability to communicate with agency Director, Administrators, and middle management, State of Ohio's Technical Assistance and Compliance Management groups, IT department and vendors, subordinate employees, other County departments, policy review group, and other County agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Performance Improvement	Class Number:	13381
FLSA:	Exempt	Pay Grade:	15A
Dept:	All Departments	EXHIBIT B	

Classification Function

The purpose of this classification is to oversee a team responsible for casework quality assurance, staff training and development, and compliance with internal, state, and federal corrective action plans.

Distinguishing Characteristics

This is a manager level classification with responsibility for overseeing a team responsible for casework quality assurance (QA), staff training and development, policy and procedure management, and compliance with internal, state, and federal corrective action plans. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. The incumbent gives recommendations to management on the direction, goals, and objectives of the policies, programs, and operations of the assigned department.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

25% +/- 10%

- Manages assigned performance improvement projects and initiatives related to agency activities; evaluates quality improvement projects and their impact on program outcomes; oversees external regulatory compliance and internal procedural policymaking; researches policy, best practice principles, and data-related information for continuous quality improvement plans for assigned agency; evaluates outcomes of quality improvement initiatives and determines if continuation, revision, or end of initiative is warranted.

25% +/- 5%

- Manages training and development programs for new and existing staff; plans, reviews, and adjusts onboarding and training for new hire cohorts; coordinates employee refresher trainings based on review findings, regulatory updates, or emergency agency initiatives in coordination with agency management; plans individual remediation/support for struggling new hires; evaluates effectiveness of recent training cohorts; identifies necessary updates to instructional strategy or content based on evaluation.

20% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; works with the union on staff complaints or changes to bargaining staff operations; assists with planning unit structure and evaluates and implements

Manager, Performance Improvement

changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Advises agency management on unit operations, program policy, and compliance; oversees procedure and policy development for new or revised functions or requirements; reviews training and case review data to identify trends and adjust unit priorities; makes updates to training curriculum or quality assurance tools to reflect policy changes, system enhancements, or operational issues; oversees analysis of quarter case reviews and training data to inform year end planning and resource allocation; evaluates long-term impact of QA and training programs on service delivery, compliance rates, and workforce readiness; prepares briefings for agency leadership on operational issues.

10% +/- 5%

- Oversees quality reviews and audits of agency work; oversees implementation of corrective action plans including audit responses, compliance reporting, and corrective action projects; develops weekly tasks and schedules for QA and training teams; reviews team's progress on active compliance or corrective action plan items and adjusts work to meet deadlines; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; coordinates and attends meetings; maintains required records of operations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public administration, social work, or a related field with seven (7) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency including 4 years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor's degree	11 years
Related bachelor's degree	11 years
Unrelated master's/doctoral degree	11 years
Related master's/doctoral degree	7 years

**Four (4) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: social services, social work, accounting, business administration, psychology, public health, behavioral health, education.

Related work experience: None

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), data visualization software (Tableau, Power BI, SSRS), and project management software (Jira, Smartsheets, Microsoft Planner).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistical calculations, and apply the principles of basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including QA review summaries, external audit requests, external audit findings, corrective action status reports, training curriculum and materials, policy and regulatory updates, new hire schedules, policy and procedure drafts, data tracking dashboards, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.

Manager, Performance Improvement

- Ability to prepare briefing documents, corrective action plans and progress reports, audit findings, training evaluation summaries, internal department process guide, curriculum revision summaries, performance assessments, department policy and procedure improvement memos, team decision making reports, case review reports, research studies, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret child welfare and related legal terminology and language.
- Ability to communicate with agency Director, Administrators, and middle management, IT department, subordinate employees, IT department, quality assurance peers at other counties, other County departments, external auditors, and other County agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Technician	Class Number:	10341
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Fiscal	EXHIBIT C	

Classification Function

The purpose of this classification is to perform advanced administrative and technical functions that ensure the efficient and accurate operation of the Building Department's permit processing activities.

Distinguishing Characteristics

This is an entry-level classification with the responsibility of independently receiving and processing building permit applications, coordinating and scheduling inspections maintaining records, providing customer service, and performing related functions essential to the permit process. This class works under direct supervision of the Administrator, FS Building Official. Incumbents are expected to exercise sound judgment, manage workflow efficiently, and ensure all activities are completed accurately, on schedule, and in compliance with applicable policies, procedures, and regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 45% +/- 10%
 - Receives and processes building permit applications; verifies required information; ensures applications are complete; identifies applications that need correction or follow-up; prepares files; sends applications to appropriate routes; schedules inspections based on inspector workload; prioritizes same-day inspection requests and assigns them to available inspectors; reviews upcoming permit and inspection volume trends to adjust upcoming scheduling priorities; assigns permit numbers; issues permits; Ensures fees are collected and prepares fee receipts;
- 20% +/- 10%
 - Provides customer service to developers, municipalities, contractors, and the general public; provides assistance via email, phone, or in person; explains building permit procedures; answers questions about the permit process; provides building and property information.
- 20% +/- 10%
 - Maintains records and documentation; scans, files, and updates electronic records; maintains permit files; ensures accuracy and retention; prepares building-related reports; complies permit activity and inspection totals; maintains processing of permit receipts, fee payments, and documentation.
- 15% +/- 5%
 - Performs supporting administrative responsibilities; performs research as required; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with special events and projects; participates in planning efforts such as system updates, procedure updates, or records transitions.

Effective Date: TBD
Last Modified: TBD

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with three (3) years of experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	3 years
Related/Unrelated associate or bachelor's degree	2 years
Related/Unrelated master's/doctoral degree	1 year

Related work experience: administrative or clerical work, permitting experience, office administrator, records technician, zoning clerk, permit clerk, or building department

- International Code Council (ICC) Permit Technician Certification required

Additional Requirements

- No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and a multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and various permitting applications.

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including permit applications, construction plans, and other reports and records.

Permit Technician

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, codes and regulations adopted by the Ohio Board of Building Standards, departmental policies and procedures, and applicable state and local requirements related to recordkeeping, documentation, and public records.
- Ability to prepare permit records, fee calculations, internal review requests, inspection schedules, activity reports, and any other job-related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal terminology and language.
- Ability to communicate effectively with managers, supervisors, clients, co-workers, contractors, inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Benefits Analyst	Class Number:	14071
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources	EXHIBIT D	

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs and to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees receive general direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Assists Benefits Manager with day-to-day administration of the County's benefits programs; processes benefit changes, new hire and qualifying life event enrollments, and terminations; revises and updates benefits plan documents; reviews data to ensure that payroll deductions are correct; updates payroll deductions for retroactive coverage and benefit adjustments; receives employee requests for changes to benefits plans and determines whether an employee is eligible; prepares and disseminates information about employee benefits; calculates retroactive benefits deductions due to benefits changes; prepares notifications and invoices for employees on unpaid leave; removes ineligible dependents from employee benefits and notifies employee; processes Evidence of Insurability approvals and denials; submits enrollment information for ineligible dependents and employees on unpaid leave into vendor system for COBRA eligibility as appropriate; receives checks for benefits payments and submits for processing; prepares and submits death claims to vendor; performs audits of benefits information as necessary; develops and delivers presentations and educational sessions regarding employee benefit programs to employees, new hires, and other stakeholder groups.

25% +/- 10%

- Acts as a point of contact for benefits program related support and communications; provides support and assistance to County employees, beneficiaries, and Human Resources with benefits plan options, eligibility, and claim questions and issues; responds to telephone and email inquiries from County employees and resolves or refers issues as appropriate; assists beneficiaries through the claims process for deceased employees and their dependents; coordinates with other County departments, vendors, and consultants to resolve issues or communicate information (e.g., vendor system issues, HRIS system issues, advise of enrollment updates, etc.).

Benefits Analyst

25% +/- 10%

- Performs benefits program related data entry and reporting; performs data entry and updates to HRIS and vendor systems for benefits related data; reviews reports (e.g., vendor error reports, vendor reconciliation reports, MSA reconciliation reports, etc.) in vendor and HRIS systems, identifies discrepancies, and resolves errors; creates various biweekly and monthly reports (e.g., eligibility reports, retroactive deductions reports, FSA reports, DOE reports, Flex roster, invoice numbers, etc.); tracks benefits accounts payable vendors; tracks account funds to alert business account manager when funds are low and need to be renewed.

10% +/- 5%

- Performs research, analysis, and reporting to support and make recommendations for decisions regarding benefits program strategies, policies, and processes; assists with benefit analysis requests regarding unions; researches and remains abreast of government regulations, legislation, and benefits trends; assists with research and analysis to ensure that benefits plans meet healthcare law requirements; produces comprehensive benefits analyses reports as requested by management; identifies and makes recommendations for process improvements regarding administering and monitoring benefits programs.

5% +/- 2%

- Supports open enrollment by performing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system creation, testing, and verification.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or a related field of study with three (3) years of benefits administration experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/Unrelated associate degree	7 years
Unrelated bachelor's/Related associate degree	5 years
Unrelated master's/Related bachelor's degree	3 years
Related master's degree	2 years

Related degree fields: human resource management, labor relations, employment relations, communications.

Related work experience: data entry, customer service, human resources, benefits.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft Access), HRIS software (S3 Payroll, GHR), and benefits administration software (WageWorks, CVS, Guardian, P&A, etc.).

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, invoices, claims details, reconciliation reports, eligibility reports, budgetary information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Health Insurance Portability and Accountability Act (HIPAA), Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Internal Revenue Service (IRS) Guidelines, and Benefits Manual.
- Ability to prepare benefits and wellness communications, presentations, notices, invoices, various reports, billing statements, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource benefits terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employees' dependents, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Stoppers Coordinator	Class Number:	12145
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Department	EXHIBIT E	

Classification Function

The purpose of this classification is to plan, direct, and implement the day-to-day operations of the Crime Stoppers Program.

Distinguishing Characteristics

This is an entry level classification that reports to the Deputy Sheriff Captain with responsibility for overseeing the Crime Stoppers program following a framework of well-defined policies, procedures, regulations, and guidelines. The incumbent exercises discretion in handling anonymous tips involving violent crimes that are committed in Cuyahoga County.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 70% +/- 10%
- Plans, directs, coordinates the operations of the Crime Stoppers program; monitors 24-hour hotline, web, and text tips; maintains security and anonymity of tips; utilizes data system to obtain crime tips; forwards anonymous tips to the proper law enforcement agency and requests dispositions; updates data into system to document received tips; collaborates with law enforcement to send, receive, and follow up on crime cases; utilizes law enforcement database systems to research incoming tips; participates in committee-based decision-making to recommend and/or develop program operations; develops plans for implementing the selected course of action including resource and time estimates; facilitates the implementation of proposed plans.
- 10% +/- 5%
- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, and/or procedures; conducts program needs analysis; researches and initiates surveys to determine best practices and strategies; compiles results to identify areas of inadequacy in the program; researches tips received for authenticity; responds to requests for information; makes recommendations to improve direction, goals, and objectives of the program.
- 10% +/- 5%
- Maintains records; compiles, records, and updates information and documents in paper and/or electronic filing systems; establishes a recordkeeping system for documentation and retrieval; maintains and organizes confidential documents in electronic/hardcopy formats for storage and recordkeeping; utilizes scanning software to copy/scan documents to create digital images of documents.
- 5% +/- 2%
- Serves as program liaison; conducts interviews concerning the Crime Stoppers program; recommends crimes to be featured on media outlets; monitors and updates website and social media pages to include wanted fugitives and to help identify homicide rewards; select fugitives to be featured on weekly television segments and sends information to news stations; assists with media

Crime Stoppers Coordinator

productions; attends meetings and seminars; assists families by offering rewards through Crime Stoppers program; meets with tipsters to make arrangements for financial reward payouts; collaborates with advertising agency for placement of billboards, bus signage, shelter signage, potential item purchases, and posting accuracy.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, agendas, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains office supply inventory; develops presentations including information on upcoming events, financial reports, general operations, and tip rewards for approval; revises operational systems, policies, and/or procedures; provides invoices and supporting documents for grant reimbursement; reconciles bank accounts and prepares financial reports; processes incoming checks; makes deposits into multiple bank accounts; pays bills and enters information into accounting software.

5% +/- 2%

- Coordinates board meetings to include scheduling, invitations, catering, location preparation, and presentations; attends outreach events and safety fairs; transcribes board member decisions and requests into written correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice or a related field with one (1) year of law enforcement experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	4 years
Unrelated associate degree	3 years
Related associate or unrelated bachelor's degree	2 years
Related bachelor's degree	1 year
Related/Unrelated master's/doctoral degree	0 years

Related degree fields: criminology, forensic science, public administration

Related work experience: administrative, program management

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), photo editing software (Microsoft Paint), accounting software (QuickBooks), and data entry software (Tipsoft).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including anonymous tips, checks, fugitive lists, invoices, billing reports, financial reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, and by-laws of the Crime Stoppers program.
- Ability to prepare weekly activity reports, tip rewards, annual reports, media releases, invoices, financial reports, financial charts, tip volume reports, board meeting agendas and minutes, wanted posters, reward posters, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic terminology, and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, local and federal law enforcement, Crime Stoppers board members, other County employees, anonymous tipsters, media, community activists, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, wetness, humidity, disease, and bodily fluids.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Witness Victim Services	Class Number:	12061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Safety & Justice Services EXHIBIT F		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness Victim Service Center and the Family Justice Center. This class works under administrative direction from the Deputy Director, and requires the analysis and solution of operational, technical, administrative, and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

25% +/- 10%

- Manages all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; researches current best practices; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; works with budget officers and department administrators to monitor and approve expenditures of division budget and upcoming contracting needs; ensures client satisfaction and with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center; oversees maintenance of online case management system.

15% +/- 5%

- Supervises and directs the work of Witness Victim Service Center and Family Justice Center employees, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; provides case consultation; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.

Effective Date: 05.24.2017
Last Modified: 10.05.2022

15% +/- 5%

- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements including writing applications, completing and submitting reports, and participating in site visits; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts; searches for grant opportunities to develop and implement new programs.

15% +/-5%

- Functions as a liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.

15% +/-5%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; attends various trainings, meetings, and conferences; assists in the preparation of presentations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, social administration, or related field with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/any associate or unrelated degree	Screened out
Related bachelor's degree	8 years
Related master's degree	6 years
Related doctorate degree	4 years

**each education level must include 3 years of supervisory experience*

Related degree fields: legal studies, criminal justice, criminology, sociology, or psychology, law enforcement, program development, grant management, Juris Doctorate

Related work experience: victim advocacy, counseling/therapy, social work, law enforcement, prosecution, family law legal services

- Must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.
- Must be an Ohio Revised Code Child Abuse Mandated Reporter.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), and database software (JAdvocate Information Systems).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid-to-high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, timesheets, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, financial reports, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, criminal, domestic, juvenile, and civil codes and regulations, treatment and advocacy publications, Violence Against Women Act, Victims' Rights laws, Family Justice Council (FJC) Guidelines, and the Ohio Revised Code.

Manager, Witness Victim Services

- Ability to prepare employee performance evaluations, monthly, annual, and semi-annual statistical reports, grant applications, statistical reports, correspondence, purchase orders, contracts, meeting agendas, client records, contract evaluation forms, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and accounting terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence and disease/bodily fluids.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Emergency Management	Class Number:	12094
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Safety and Justice Services	EXHIBIT G	

Classification Function

The purpose of this classification is to provide oversight of the day-to-day operations and long-term strategic goals for the Cuyahoga County Office of Emergency Management as well as management of the County's Emergency Operations Center (EOC) during emergencies.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing operations of the Office of Emergency Management. This class works under administrative direction from the Public Safety and Justice Services Deputy Director and Director. Work requires the assessment and resolution of operational, technical, administrative, and management problems related to emergency management. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner. This position is required to be on-call during times outside of traditional business hours – such as evenings, weekends, and holidays – for emergency situations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

45% +/- 10%

- Manages operations of the Cuyahoga County Office of Emergency Management; develops, recommends, and directs implementation of policy and procedures pertaining to operations within the Office of Emergency Management; monitors and approves expenditures from the Office's budget; monitors and interprets legislation pertaining to emergency management program administration; develops and implements initiatives and special projects that improve public safety capabilities in Cuyahoga County and among public safety stakeholder agencies; oversees the development and maintenance of emergency management plans for the County government and provides technical assistance on planning processes for external stakeholders; serves on and leads various boards, committees, and task forces; ensures compliance with the Emergency Management Accreditation Program (EMAP).

20% +/- 10%

- Leads the overall management of the County's Emergency Operations Center (EOC) during activations, exercises, trainings, and pre-planned incidents; serves as a liaison to federal, state, municipal, and private agencies to coordinate emergency planning and response activities as well as for general networking purposes; conducts short- and long-term planning for response and recovery needs during emergency situations; coordinates the implementation of public safety trainings, drills, and exercises; leads or participates in after-action review process and documentation following exercises or real-life incidents including strategizing improvements to emergency plans and operations; ensures readiness of County Drone Team to respond to emergency requests and pre-planned incidents.

15% +/- 5%

- Supervises and directs the work of the Emergency Management Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Oversees public education initiatives and dissemination of information to the public; prepares and provides presentations and public education regarding emergency planning and safety; serves as public information officer when needed and in disaster situations by providing interviews to various media.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares reports, audits, Request for Proposals (RFPs), Request for Qualifications (RFQs), and grant proposals; prepares and monitors contractual agreements with vendors; maintains the certificate of authorization for the County Drone Team; prepares and provides documentation necessary for EMAP accreditation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management or related field with six (6) years of emergency management experience including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated bachelor's degree	7 years
Related bachelor's degree/unrelated graduate degree	6 years
Related master's/PHD degree	4 years

**each level of education requires 3 years of supervisory experience*

Related degree fields: homeland security, public health, public administration, business administration, public safety, criminal justice, and criminology.

Related work experience: public safety, public administration, homeland security, first responder experience.

- Have successfully completed FEMA Independent Study Courses – National Incident Management System (NIMS) ICS 100, 200, 300, 400, 700, and 800.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must have completed or complete within three (3) years of hire the current training requirements prescribed for county directors by the Ohio Emergency Management Agency, per their authority as legislated in Sections 5502.25, 5502.26, 5502.27, and 5502.271 of the Ohio Revised Code. The most current *County Director Training Requirements* can be obtained from the Ohio Emergency Management Agency's Training and Exercise Division.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate drones, land mobile radio, and audio video integration equipment.
- Ability to walk for a prolonged period of time and to balance and climb.

Technology Requirements

- Ability to operate a variety of software applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), database software, presentation software (Microsoft PowerPoint), electronic mail software (Microsoft Outlook), equipment inventory software, mass notification platforms, grant application management (FEMA), and other software as needed.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid- to high-level data analysis requiring managing of data and people, deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including timesheets, mileage and expense reports, legislation, notice of funding awards, grant application guidelines, school emergency plans, billing invoices, resumes, external emergency planning documents, alerts (i.e., weather,

Manager, Emergency Management

intelligence bulletins, radioactive materials shipments, etc.); project plans, contracts, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including but not limited to agency standard operating procedures (SOPs or SOGs), the Cuyahoga County Employee Handbook, Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), Federal Code of Federal Regulations, Federal Laws such as the Stafford Act of 1988 and the Disaster Mitigation Act of 2000, Emergency Management Accreditation Program standards, and Federal and State publications.
- Ability to prepare grant applications, grant update reports, situation reports, incident action plans, presentations, metrics and productivity reports, emergency plans, performance evaluations, RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management, public safety, and related legal terminology and language (ICS, NIMS).
- Ability to communicate with various boards and committees, local, state, and federal government officials, department leadership, County Prosecutor, consultants, vendors, public safety partners, law enforcement personnel, fire service personnel, other emergency management professionals, division employees, other County employees, media, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations (real and simulated) and may involve exposure to various weather conditions, bright or dim lights, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Payroll	Class Number:	14032
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	EXHIBIT H	

Classification Function

The purpose of this classification is to manage and perform the day-to-day functions of County payroll operations in the Fiscal Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County payroll unit in the Fiscal Office. This class works under general direction from the Controller and is responsible for ensuring timely and accurate payroll processing for County employees. The incumbent exercises discretion in applying procedures to resolve payroll issues. This position oversees the operations and promotes the efficiencies of the payroll unit, incorporates process improvements, and ensures that projects meet time and quality objectives.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
 - Performs, directs, and oversees payroll operations in compliance with County policy and departmental procedures and schedules; establishes and enforces deadlines to ensure timely, consistent, and accurate payroll delivery; oversees the updating of computerized payroll information regarding new employees and employee changes (i.e., rate changes, address changes, etc.); prepares validation and pre-register reports; processes payroll transactions; processes changes to existing deferred compensation deductions or adding new deductions; oversees maintenance and accuracy of payroll database and interaction with the County's HRIS; provides payroll expertise in the development of new payroll database and computer systems; coordinates with departmental Payroll Officers regarding system changes (i.e., tax rates, Ohio Public Employees Retirement System (OPERS) rate changes, etc.); notifies Payroll Officers of changes to payroll tables; completes cost projections; analyzes current payroll spending to identify budget issues; assists in establishing short- and long-term strategies for continuous improvement to payroll operations; oversees and plans all payroll related audit engagements such as OPERS and IRS.
- 30% +/- 10%
 - Supervises and directs the work of Payroll Specialists, Payroll Supervisors, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information in compliance with federal, state, and local regulations; prepares and files monthly, quarterly, and end-of-year reports; prepares and submits monthly OPERS data and file with payment; creates, balances, prints, and distributes employee W-2 forms annually; communicates with County bank regarding direct deposits; provides the bank with computer payroll files and withholding tax files for direct deposit.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with development and establishment of payroll procedures; collaborates with IT department regarding Enterprise Resource System (ERP) payroll activities such as testing system updates, evaluating defects, validating calculations, and implementing new functionality; reviews payroll vouchers for accuracy; re-issues incorrect checks; processes reversal transactions for incorrect checks and manually updates corrected checks.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, or a related field with five (5) years of experience in payroll, tax regulation, or accounting including two (2) years of related supervisory experience; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required*
HS diploma/GED or unrelated associate degree	9 years
Related associate or unrelated bachelor's degree	7 years
Related bachelor's or unrelated graduate degree	5 years
Related graduate degree	6 years

*each education level requires two (2) years of related supervisory experience

Related degree fields: finance, computer science, business administration

Related work experience: fiscal, budget administration, employee benefits

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), payroll system software (Infor BSI, MHC, DSS), and database software.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and utilize the principles of basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, maintenance files, vehicle benefits, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, pension information, payroll registers, payment requests, settlement agreements, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer operation manuals, payroll manuals, Ohio Revised Code, OPERS handbook, FLSA, IRS tax rules and regulations, collective bargaining agreements, and a variety of related websites regarding tax regulations.
- Ability to prepare memos, various payroll and tax forms, transmittals, transactions, reports, responses to public information requests, receipts, unemployment reporting, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, human resources, and related legal terminology and language.
- Ability to communicate with staff, Payroll Officers, Information Services Center schedulers, employees from other departments, departmental employees, retirees, bank employees, and employees from outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Performance Consultant	Class Number:	10221
FLSA:	Exempt	Pay Grade:	13A
Dept:	Information Technology & Health and Human Services EXHIBIT I		

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey-level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings, and operational efficiency projects. This classification manages sensitive data, interprets performance analysis, and executes projects in support of the County Executive's strategic priorities and key administrative opportunities for improvement. Employees receive instruction or assistance as new or unusual situations arise and are expected to remain up to date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/- 10%

- Develops internal and external innovation plans; prepares and implements project charters and project plans; maps processes; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned; researches current trends and best practices; establishes performance indicators and metrics for County operations and processes; conducts meetings with employees across various departments to discuss County processes; collaborates with departments to implement process improvements.

30% +/- 10%

- Retrieves, analyzes, interprets, presents, and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns, and surface insights; identifies key areas of improvement for the County such as performance indicators, critical business processes, and technology; documents critical processes through process mapping and SOPs.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; oversees focus groups and cross-functional team meetings; educates colleagues through the development of Lean Six Sigma certifications and skills.

Effective Date: 10.13.2016
Last Modified: 04.12.2022

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in business administration, public administration, or related field with two (2) years of process improvement or organizational development experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/Unrelated associate degree	8 years
Unrelated bachelor's/Related associate degree	6 years
Unrelated master's/Related bachelor's degree	4 years
Related master's degree	2 years

Related degree fields: urban planning, industrial/organizational psychology, psychology, organizational development, public policy, human resources

Related work experience:

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), process mapping software (Microsoft Visio), and data entry software (Infor, ClearPoint).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and moderate math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Performance Consultant

- Ability to comprehend budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, grant agreements and contracts, legislation, project charters, project results, data reports, policies and procedures, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, ICMA Code of Ethics, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, Lean Six Sigma guidelines, and OSHA standards.
- Ability to prepare project portfolios, project charters, project deliverables, project management plans, executive summaries, run charts, performance reports, pareto charts, grant agreements and contracts, process improvement reports, memoranda, continuous improvement stories, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret related marketing and legal terminology and language.
- Ability to communicate effectively with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Radio Dispatch Coordinator	Class Number:	15191
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Public Works	EXHIBIT J	

Classification Function

The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Supervisor, Administrative Support and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Records and maintains data, records of work, services performed, inventory, and other dispatch information; responds to and records all incoming radio transmissions; records messages; screens complaints; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; records sick calls into calendar and forwards information to supervisors; updates sick call log book daily; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.

40% +/- 10%

- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; prepares daily work schedule; maps out job locations for crews; dispatches field crews to job locations; tracks and monitors crew locations; opens, updates, and completes work orders and/or follow-ups for the sanitary departments within the enterprise asset management system (EAM); closes out completed work orders; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors, and other departments.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; restocks log sheets; files and scans paperwork as needed; responds to emails and phone calls; responds to public records requests; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials; restocks issued items.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate two-way radio and vehicle paging system.

Technology Requirements

- Ability to operate a variety of software including enterprise asset management system software (INFOR EAM module); data entry software (ERP, GIS, GPS), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel and Microsoft Access), and word processing software (Microsoft Word).

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily dispatch logs, service reports, maintenance reports, billable hour logs, construction daily log reports; and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Standard Operating Procedures Manual, and union contracts.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, history reports; correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret construction, two-way radio, and sewer related terminology and language.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Radio Dispatch Coordinator

- Ability to communicate effectively with field crews, supervisors, service directors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Maintenance	Class Number:	15081
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works	EXHIBIT K	

Classification Function

The purpose of this classification is to supervise building maintenance and custodial personnel performing general building maintenance, alteration, or repair for a collection of County buildings.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Worker Supervisors and other assigned staff in the daily operations of performing general building maintenance, alteration, or repair for a collection of County buildings. Employees in this classification work under direction of the Superintendent, Building Maintenance. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

35% +/- 10%

- Supervises and directs the work of Supervisor, Custodial Workers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

35% +/- 10%

- Oversees and performs general building supervision and maintenance duties; inspects buildings and grounds for cleanliness, repairs, quality control issues, and safety issues; provides appropriate assistance to the public, building employees, and other staff members; responds to work orders; escorts and assists with outside contractors and inspections such as fire, health, safety, pest control, and elevator; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections, and services; coordinates with pest control; assists with building security; responds to leaks, odors, noises, and lockouts; documents and takes photos of identified hazards, unsanitary conditions, or any areas that require attention; assigns a grade to each building and logs scores.

10% +/- 5%

- Maintains, inspects, and operates building maintenance equipment such as vacuums, floor scrubbers, power washers, carpet cleaners, and snow removal equipment; operates building maintenance equipment to perform maintenance and repair tasks or demonstrate proper operation of equipment.

20% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of building maintenance experience, custodial experience, **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	2 years
Any associate degree	1 year
Any bachelor's degree or higher	No experience required

Related work experience: custodial experience, building inspection, health and safety inspections, maintaining and inspecting equipment, building supervision, housekeeping, facility management

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to operate a variety of machinery and equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader, tow motor, pallet jack, cardboard bailer, two- and four-wheel moving dollies, and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged periods of time; ability to bend or twist; ability to climb; ability to push, pull, and lift up to 50 lbs.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including training and safety information, transfer tickets, service and work orders, AWOL reports, weekend event postings, equipment maintenance records, performance reviews, requests for leave, costing sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts, OSHA Regulations, and the Employee Handbook.
- Ability to prepare work orders, incident reports, accident reports, vehicle logs, costing sheets, time adjustment forms, pay differentials, employee evaluations, employee incident/accident reports. Material Safety Data Sheets (MSDS), equipment inventory, work orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to explain procedures, to record and deliver information, and to follow instructions.
- Ability to communicate with supervisors, directors, tradespeople, custodial staff, Sheriff's Department staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke/dust/pollen, disease or bodily fluids, machinery, and traffic hazards.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Payroll	Class Number:	14031
FLSA:	Exempt	Pay Grade:	12A
Dept:	Fiscal Office	EXHIBIT L	

Classification Function

The purpose of this classification is to oversee and perform the day-to-day functions of County payroll operations in the Fiscal Office and supervise payroll staff.

Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising payroll staff and assisting the Manager, Payroll with County payroll operations. This position involves overseeing and reviewing the work of the payroll staff and completing, reviewing, and verifying payroll related information so that payroll is timely, accurate, and complies with local, state, and federal regulations. This class works under general direction from the Manager, Payroll but exercises discretion in decision making related to high-risk financial accountability and applying established procedures to resolve payroll issues. The incumbent promotes the efficiencies of the payroll department, recommends and incorporates process improvements, and ensures that projects meet time and quality objectives

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 35% +/- 10%
 - Oversees and performs in-house payroll processing to ensure data accuracy, regulatory compliance, and timely payroll delivery; processes payroll transactions; manages payroll data inputs, system updates, and calculation logic, including pay codes, deductions, and retirement thresholds; validates general deductions and separation payments to ensure amounts calculated are correct; maintains payroll system parameters such as deduction tables and pay code structures; supervises the updating of computerized payroll information to ensure accurate payroll delivery coordinates with banks to set up direct deposit for employees; reviews and validates pre-register reports; troubleshoots payroll issues; reports payroll processing and system issues to prevent errors and inaccuracies; works with IT department to identify system errors and recommend solutions; answers phone inquiries from County employees to answer their payroll process questions; assists with the development and implementation of payroll department policies and procedures; verifies that all payroll changes made by agency Payroll Officers have proper documentation; makes changes to existing deferred compensation deductions or adds new deductions in accordance with employee requests and County policy; reviews reports generated by the payroll system when changes are made to ensure that the changes are correct and that they appear correctly across the payroll database
- 30% +/- 10%
 - Supervises and directs the work of Payroll Specialists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Administers the preparation, validation, and submission of payroll related tax reporting within the payroll system; ensures accurate withholding and filing for multi-jurisdictional tax authorities including Federal, State of Ohio, School Districts, and local municipalities; manages the technical workflow required to generate and validate tax forms and tax returns; ensures accurate reciprocity calculations between work and residential municipalities.

15% +/- 5%

Performs key payroll accounting functions to ensure accurate financial reporting and GAAP compliance, including reconciling payroll GL accounts; validates expenses and liabilities, resolves posting discrepancies through Journal Entries to support period-end close; works with Financial Reporting, Treasury, and Accounts Payable to resolve settlement issues and prepares audit-ready documentation.

5% +/- 2%

- Performs administrative responsibilities that support functions required to sustain payroll continuity; oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information; assists Manager, Payroll with preparation of monthly, quarterly, and end-of-year reports for tax authorities; creates, balances, prints, and distributes employee W-2 forms annually; reviews payroll vouchers and supporting documentation for accuracy; attends training sessions; stays up-to-date on tax rule changes, ERP functionality, all Collective Bargaining Agreements, and policy updates.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, or a related field with three (3) years of experience in payroll and accounting; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	7 years
Related associate or unrelated bachelor's degree	5 years
Related bachelor's or unrelated graduate degree	3 years
Related graduate degree	2 years

Related degree fields: finance, computer science, business administration

Related work experience: fiscal, budget administration, employee benefits

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

Supervisor, Payroll

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management system software (Infor Lawson), and database software (ERP Payroll, BSI).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, payroll registers, historical payroll records, , deduction warrant checks, deferred compensation files, garnishment orders, pension information, settlement agreements, new bank request forms, child support orders, supplemental pay requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, Ohio Revised Code, OPERS handbook, union contracts, IRS tax regulations and federal reporting standards, FLSA requirements, and a variety of sources related to payroll processing and financial compliance.
- Ability to prepare spreadsheets, memos, various payroll and tax forms, electronic file transmittals, , a large variety of required monthly, quarterly, and annual reports, responses to public record requests, , journal entries, bank statements, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, staff, Payroll Officers, other County employees, and employees from outside agencies and businesses.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Toxicologist	Class Number:	12311
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office	EXHIBIT M	

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. Employees in this class are responsible for making independent decisions regarding management of lab unit, implementation of policies and procedures, supervision of assigned staff, and resolution of unit issues. This class supervises the Supervisor, Toxicology Laboratory and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Oversees, reviews, and evaluates analytical conclusions and related toxicology reports produced by subordinates; prepares Toxicology Reports for review; receives and reviews toxicology assays in order to prepare reports; verifies accuracy of data; assists with determining laboratory techniques and completing toxicological and chemical analysis and analytical assays as necessary.

25% +/- 10%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, medical personnel, and the general public regarding toxicology reports and toxicology issues; consults with other departments and agencies regarding mutual toxic substance issues; responds to phone calls, correspondence, and emails.

20% +/- 10%

- Supervises and directs the work of the Supervisor, Toxicology Laboratory and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for personnel training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Plans, directs, and coordinates Toxicology Laboratory operations; ensures that toxicology laboratory activities are completed on-time and accurately; oversees and maintains necessary documentation required by law; ensures toxicology unit maintains compliance with applicable accreditation requirements; ensures planning and maintenance of professional development and training requirements; investigates technical errors and carries out appropriate corrective and preventative measures; resolves operational issues; oversees calibration and maintenance of instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; prepares and delivers toxicology presentations; keeps up to date on developments, methods, education, and techniques in forensic toxicology; participates in planning and participation of department research activities; assists with preparation of section budget; participates in operational and strategic planning.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in a chemical or biological science or related field with three (3) years of full time laboratory experience in forensic toxicology plus two (2) years of supervisory experience in any capacity; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, cameras, and a variety of other laboratory instrumentation.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform routine and advanced statistical analysis, and basic chemistry math..

Language Ability & Interpersonal Communication

- Requires the ability to perform high-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry books, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers, and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Drug Chemistry Laboratory	Class Number:	12264
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	EXHIBIT N	

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Drug Chemistry Department of the Medical Examiner's Office, ensuring the proper handling and analysis of evidence to detect poisonings and drug use in order to aid legal investigations of crimes and/or death.

Distinguishing Characteristics

This is a manager level classification. Incumbents in the class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the drug chemistry lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

55% +/- 10%

- Performs administrative and technical case reviews; reviews technical laboratory records and results of tests and examinations; reviews analysis worksheets, evidence submission forms, electronic instrument, data, and final reports for accuracy and completeness; confers with Forensic Scientist in cases of error or other problems; compiles/manages caseload statistics; researches information regarding new drug compounds; stays up to date on changes in state and federal laws regarding drug classifications and narcotic laws; provides court testimony as an expert witness.

20% +/- 10%

- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Ensures that drug chemistry laboratory activities are completed on time and accurately; ensures drug chemistry unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

10% +/- 5%

- Oversees regular maintenance of Drug Chemistry laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; researches, validates, and implements new procedures; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and six (6) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Attainment of applicable scientific field certification.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift up to 100 lbs. (with assistance).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistical analysis and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records analysis worksheets, evidence submission forms, electronic final reports, and log books.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Drug Codes, ANSI-ASQ National Accreditation Board Standards, SWGDRUG Guidelines, standard operating procedures, forensic science books and journals, training manuals, instrument/equipment manual, safety manuals, quality assurance manuals, and code of ethics.
- Ability to prepare set records, competency test records, drug chemistry case records, evidence logs, analytical results, forms, charts, correspondence, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, attorneys, juries, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, smoke, dust, disease, bodily fluids, electrical currents, bright or dim lights, and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Fingerprints Laboratory	Class Number:	12244
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	EXHIBIT O	

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Fingerprints unit including the collection, identification, and analysis of fingerprint evidence.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the fingerprint lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Conducts examination and processing of physical evidence suspected of bearing finger, palm, and foot prints; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates and conducts comparison of questioned prints to known standards; prepares and enters latent print evidence into an Automated Fingerprint Identification System (AFIS); maintains logs and records of examinations performed; prepares charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination; testifies in a court of law as an expert witness; performs administrative and technical case review; assists local agencies with requests for identification.

20% +/- 10%

- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Updates and/or drafts Standard Operating Procedures; evaluates unit's performance to assess compliance with quality, time, and safety objectives. reviews procedures to ensure compliance with accreditation guidelines; implements and enforces quality assurance procedures; ensures compliance with unit laboratory safety program procedures.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; communicates results of cases to law enforcement, attorneys, and other ME staff; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Fingerprint laboratory spaces and AFIS equipment; ensures availability of laboratory supplies and equipment; reviews purchase orders for technical accuracy; ensures that supplies and equipment are ordered in a timely fashion; oversees and performs routine troubleshooting and maintenance of laboratory equipment.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; completes and directs method improvements, validations, and research projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, forensic science, or related field with six (6) years of experience performing comparison and identification of latent print material and related matter in a forensic laboratory; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, AFIS Latent Workstation, alternate light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), and database software.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.

- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including record of evidence submissions, chain of custody records, record of evidence releases, police reports, case final reports, requests for information release, subpoenas, digital images of Friction Ridge impressions, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, quality assurance manual, safety manual, training manual, instrument/equipment manuals, and code of ethics.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos and reports, fingerprint laboratory manual/procedures drafts, examination reports, case files, standard operating procedures, quality assurance reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with staff, other departmental employees/managers, supervisor, attorneys, juries, law enforcement personnel, students, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Firearms/Toolmark Laboratory	Class Number:	12284
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	EXHIBIT P	

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Firearms and Toolmarks unit including the examination and interpretation of firearms evidence received by the unit.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the firearms/toolmark lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks, and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated Ballistic Information Network; prepares findings and issues reports based on the results of the examination; performs administrative and technical case review.

20% +/- 10%

- Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting firearms examination; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in natural/physical science and six (6) years of firearm/toolmark casework experience; **or any equivalent combination of training and experience as defined in the table below.**
- Successful completion of a firearm and toolmark examiner training program.

Highest degree of education attained	Experience required
High school diploma/GED	15 years
Unrelated associate degree	13 years
Related associate degree	12 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	6 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	4 years

Related degree fields: natural/physical science degree (e.g., chemistry, physics, forensics).

Additional Requirements

- No special license or certifications is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope and comparison microscope.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), and database software.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including record of evidence submissions, chain of custody records, record of evidence releases, case final reports, requests for information release, subpoenas, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, and instrument manuals.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos, and reports, standard operating procedures, quality assurance reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.

Supervisor, Firearms/Toolmark Laboratory

- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Forensic DNA Lab, DNA Tech & Training	Class Number:	12234
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office	EXHIBIT Q	

Classification Function

The purpose of this classification is to supervise the forensic DNA unit in the analysis of DNA samples from evidence, the generation of profiles from forensic samples, and the comparison of profiles to known sources of human DNA.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Medical Examiner. This position oversees and promotes the efficiencies of the forensic DNA laboratory unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; assesses, monitors, and provides for personnel training needs for all personnel of the DNA laboratory; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Ensures that laboratory activities are completed on-time and accurately; evaluates and documents approval of all validations and methods used by the laboratory and proposes new or modified analytical procedures/technologies to be used by the analysts; reviews and documents the review of the internal and external DNA audit documents; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures unit maintains compliance with applicable qualification and accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements, reviews, and enforces quality assurance procedures and ensures compliance of program with the Quality Assurance Standards for Forensic DNA Testing Laboratories; ensures that safety procedures are followed; oversees and monitors court testimony provided by subordinates.

15% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; conducts seminars and trainings to educate law enforcement agency recruits regarding appropriate collection, treatment, packaging, and preservation of DNA evidence.

10% +/- 5%

- Oversees regular maintenance of forensic laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; approves the technical specifications for outsourcing agreements; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the DNA laboratory unit; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in forensic sciences or related fields; and five (5) years of experience performing DNA analysis including two (2) years of related supervisory experience.
- Per FBI Quality Assurance Standards, successful completion of a minimum of 12 credit hours or its equivalent work in graduate level classes addressing subject areas of Biochemistry, Genetics, Molecular Biology and Bio-statistics in population genetics is required.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level geometry and statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic and raw data, statistical data, proficiency data, standard operating procedures, quality assurance procedures, training manuals, competency test records, training records, and validation data.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, quality assurance manual, safety manual, training manual, equipment manuals, and scientific journals.
- Ability to prepare departmental memos, and reports, standard operating procedures, quality assurance reports, inventory of chemicals, statistical, analytical and frequency data, training manuals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, quality assurance officers, attorneys, law enforcement personnel, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Parentage Laboratory	Class Number:	12291
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	EXHIBIT R	

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Parentage and Identification Laboratory of the Medical Examiner's Office including parentage testing, identification of biological samples, interpretation of results, review of calculations, and preparation of reports.

Distinguishing Characteristics

This is a management level classification under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the parentage laboratory unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

25% +/- 10%

- Performs administrative and technical case review; reviews DNA analysis; compiles data and prepares written reports on parentage and/or DNA findings; uploads profiles into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons; testifies in court as an expert witness.

20% +/- 10%

- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting relationship testing; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

20% +/- 10%

- Examines and processes DNA evidence; conducts serology testing and microscope examinations; extracts, quantitates, amplifies, and analyzes DNA; develops STR profiles; reviews data for relationship testing; coordinates/reviews parentage analysis and attending reports.

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; reviews log books, maintenance records, and analyst's daily workplace logs; performs monthly audits of controlled substance holding area; interacts with customers and clients; monitors customer satisfaction reviews; ensures in timely response to customer's inquiries.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Science degree in biology, forensic chemistry, biochemistry, or related field and six (6) years of experience as a DNA relationship testing analyst; or an equivalent combination of education, training, and experience.

Additional Requirements

- Attainment of applicable scientific field certification.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to use a variety of laboratory tools and equipment, including DNA extraction, quantification and amplification equipment, genetic analyzers, cameras, a variety of microscopes, reagent kits, and laboratory tools.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), and database software.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.

Supervisor, Parentage Laboratory

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS conformation letters, CODIS data and reports, requests for information release, subpoenas, billing invoices, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, serology manuals, forensic science books, and journals, Parentage and ID Department and DNA Department training manuals, instrument/equipment manuals, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare statistical analysis, DNA forensic case reports, DNA relationship reports, case forms and charts, management reports, standard operating procedures, quality assurance reports, maintenance documents, purchase orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and forensic terminology and language.
- Ability to communicate with, and to develop and maintain effective working relationships with other departmental employees, supervisors, law enforcement personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

Supervisor, Parentage Laboratory

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Toxicology Laboratory	Class Number:	12254
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	EXHIBIT S	

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Chief Toxicologist. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

35% +/- 10%

- Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; documents and records observations and results of chemical analysis; enters analytical case results into computer database; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

20% +/- 10%

- Ensures that toxicology laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures toxicology unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; calibrates and maintains instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Oversees regular maintenance of the Toxicology laboratory spaces and equipment; ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; monitors equipment performance and ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Acts on behalf of the Chief Toxicologist when absent; reports/signs out cases and interprets the probable effects of drugs and/or chemicals; assists with test data review; performs administrative and technical review of data, toxicology case files, and reports of completed cases.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures; conducts research and presents results at national meetings; submits research for publication in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related field and six (6) years of toxicology analysis experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Ohio Department of Health Drug and Alcohol Testing permit must be obtained within 6 months of hire date.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.

Supervisory Responsibilities

- Ability to assign, review, plans, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform routine and advanced statistical analysis and basic chemistry math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Trace Evidence Laboratory	Class Number:	12274
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	EXHIBIT T	

Classification Function

The purpose of this classification is to supervise and participate in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees and promotes the efficiencies of the trace evidence lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Oversees and participates in the recognition, collection, and processing of evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; prepares and analyzes trace evidence samples on scientific instrumentation; applies instrumental, physical, and chemical techniques in the examination of trace evidence; documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence staff; testifies in courts of law regarding trace evidence examinations.

20% +/- 10%

- Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Ensures that trace evidence laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures trace evidence unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Trace Evidence laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, biological, or forensic science with six (6) years of experience performing forensic trace evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.

Supervisor, Trace Evidence Lab

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, routine statistics, and understand college level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history forms, trace evidence reports, autopsy reports, police reports and photos, requests for information release, subpoenas, record of evidence submissions, record of evidence releases, case final reports, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, forensic science books and journals, quality assurance manual, safety manual, training manual, instrument manuals, hazardous material records, and code of ethics.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, instrument maintenance logs, supply order requests, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment
- Work may involve exposure to strong odors, toxic agents, disease, bodily fluids, electrical currents, and laboratory equipment/machinery.

Supervisor, Trace Evidence Lab

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0250

Sponsored by: County Executive
Ronayne

A Resolution confirming the County Executive's appointment of Kenyetta Cloud to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the mission of the Cuyahoga Regional HIV Prevention and Care Planning Council ("HIV Planning Council") is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties, and to serve as a sounding board and to provide input for the targeted populations at high risk of HIV/AIDS and STI infections to ensure there are no gaps in HIV/AIDS interventions; and

WHEREAS, the Membership and Outreach committee of the HIV Planning Council recommend the nominees based on satisfaction of the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

WHEREAS, the HIV Planning Council is a 35-member body serving staggered, four-year terms; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and

WHEREAS, the County Executive has nominated Kenyetta Cloud to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Kenyetta Cloud to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030.

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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and 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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 8, 2026
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____

_____, 20__



August 26, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga Regional HIV Prevention and Care Planning Council*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga Regional HIV Prevention and Care Planning Council:

- **Kenyetta Cloud , 4-year term, 10/1/2026 - 9/30/2030**
 - Would fill a currently vacant seat
 - Resides in Cleveland, Cuyahoga
 - Currently serves on the following government, private, or non-profit board or commissions:
 - None

The Cuyahoga Regional HIV Prevention and Care Planning Council is authorized by Ryan White HIV/AIDS Treatment Extension Act of 2009, Section 2602. The HIV Prevention and Care Planning Council is formed pursuant to Federal Law and serves the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties. The Council strives to identify HIV positive individuals and link them to appropriate care and living situations to improve quality of life and relevant health outcomes.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 2 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", written in a cursive style.

Chris Ronayne
County Executive

Kenyetta Cloud is a passionate community volunteer and advocate for people living with HIV. In her volunteer work, Kenyetta has distributed HIV test kits, connected people living with HIV to key resources, and delivered food. She previously worked with We Think 4 A Change, a community-based organization that provides services in Cleveland neighborhoods that are heavily impacted by HIV/AIDS. She also participates in NxtGen Collective and ACT UP, advocating for people living with HIV.



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
KENYETTA M CLOUD	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



July 7, 2026

Chris Ronayne
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH, 44115

The Honorable Chris Ronayne,

The Cuyahoga Regional HIV Prevention and Care Ryan White Planning Council seeks your approval of the following candidates for appointment to the Planning Council:

Candidates for Initial Approval:

1. Kent B. Cicerchi
2. Kenyetta Cloud

The proposed candidates are recommended by majority vote of the current members of the Planning Council. Each candidate demonstrated his/her understanding and support for the community impacted by HIV/AIDS. They each have the qualifications to satisfy the required membership categories for service; have pledged to honor the time commitments; and adhere to the Planning Council's goals and objectives.

Both of these candidates are new appointments who shall fill previously vacant seats rather than replacing previous members. In accordance with the term-limits instituted in the Planning Council Bylaws V.2026_03, these candidates shall be appointed to an initial 4-year term with the option to reapply for a second 4-year term.

The Planning Council respectfully requests your favorable and expeditious consideration of the candidates for appointment to serve on the Planning Council. Each candidate represents key mandatory membership categories that will ensure compliance with Federal law.

Thank you in advance for the expeditious facilitation of the membership process. If you need additional information, please contact Zach Levar at 216.201.2001 extension 1512 or via email at zlevar@ccbh.net.

Sincerely,

Zach Levar

Zachary Levar, MPH
Deputy Director, Population Health
Ryan White Part A Project Director
zlevar@ccbh.net

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

Please see attached July 2026 letter from the Cuyahoga County Board of Health

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga Regional HIV Prevention and Care Planning Council

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

10/1/2026 - 9/30/2030

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Currently vacant seat

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Kenyetta Cloud, Kent Cicerchi

- 2.8** The candidate's city and county of residence;

CLEVELAND, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

No

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0251

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Kent Cicerchi to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the mission of the Cuyahoga Regional HIV Prevention and Care Planning Council ("HIV Planning Council") is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties, and to serve as a sounding board and to provide input for the targeted populations at high risk of HIV/AIDS and STI infections to ensure there are no gaps in HIV/AIDS interventions; and

WHEREAS, the Membership and Outreach committee of the HIV Planning Council recommend the nominees based on satisfaction of the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

WHEREAS, the HIV Planning Council is a 35-member body serving staggered, four-year terms; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and

WHEREAS, the County Executive has nominated Kent Cicerchi to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Kent Cicerchi to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/1/2026 – 9/30/2030.

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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and 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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 8, 2026

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

Journal _____

_____, 20__



August 26, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga Regional HIV Prevention and Care Planning Council*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga Regional HIV Prevention and Care Planning Council:

- **Kent Cicerchi , 4-year term, 10/1/2026 - 9/30/2030**
 - o Filling a currently vacant seat
 - o Resides in Brooklyn, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - City of Brooklyn Commission on Connecting and Belonging

The Cuyahoga Regional HIV Prevention and Care Planning Council is authorized by Ryan White HIV/AIDS Treatment Extension Act of 2009, Section 2602. The HIV Prevention and Care Planning Council is formed pursuant to Federal Law and serves the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties. The Council strives to identify HIV positive individuals and link them to appropriate care and living situations to improve quality of life and relevant health outcomes.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 2 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Kent Cicerchi holds a Bachelor of Science degree in Applied Mathematics, with minors in Probability and Statistics and in Economics, as well as a Juris Doctorate degree. As demonstrated through his work as Chief Financial Officer and Operations Manager of a federally chartered credit union, he has an ability to analyze, discuss, and explain complex financial issues. Additionally, Kent has first-hand experience serving communities impacted by HIV, having worked at the UCC Coalition for LGBT Concerns. Kent has a strong sense of empathy, high ethical standards, and a willingness to follow through with commitments. Kent serves as an appointed member of the City of Brooklyn Commission on Connecting and Belonging.



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
KENT B CICERCHI	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



July 7, 2026

Chris Ronayne
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH, 44115

The Honorable Chris Ronayne,

The Cuyahoga Regional HIV Prevention and Care Ryan White Planning Council seeks your approval of the following candidates for appointment to the Planning Council:

Candidates for Initial Approval:

1. Kent B. Cicerchi
2. Kenyetta Cloud

The proposed candidates are recommended by majority vote of the current members of the Planning Council. Each candidate demonstrated his/her understanding and support for the community impacted by HIV/AIDS. They each have the qualifications to satisfy the required membership categories for service; have pledged to honor the time commitments; and adhere to the Planning Council's goals and objectives.

Both of these candidates are new appointments who shall fill previously vacant seats rather than replacing previous members. In accordance with the term-limits instituted in the Planning Council Bylaws V.2026_03, these candidates shall be appointed to an initial 4-year term with the option to reapply for a second 4-year term.

The Planning Council respectfully requests your favorable and expeditious consideration of the candidates for appointment to serve on the Planning Council. Each candidate represents key mandatory membership categories that will ensure compliance with Federal law.

Thank you in advance for the expeditious facilitation of the membership process. If you need additional information, please contact Zach Levar at 216.201.2001 extension 1512 or via email at zlevar@ccbh.net.

Sincerely,

Zach Levar

Zachary Levar, MPH
Deputy Director, Population Health
Ryan White Part A Project Director
zlevar@ccbh.net

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

See attached July 7, 2026 letter from the Cuyahoga County Board of Health

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga Regional HIV Prevention and Care Planning Council

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

10/1/2026 - 9/30/2030

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

New Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

vacant seat

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Kent Cicerchi, Kenyetta Cloud

- 2.8** The candidate's city and county of residence;

BROOKLYN, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

City of Brooklyn Commission on Connecting and Belonging

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0260

Sponsored by: Council President Miller	A Resolution approving the appointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Sweeney	

WHEREAS, Ohio Revised Code Chapter 345 provides that a county may establish a memorial to commemorate the services of all members and veterans of the armed forces, and authorizes the taxing authority of the county to appoint a board of trustees for such a memorial; and

WHEREAS, Article III, Section 3.01 of the County Charter establishes that the County Council is the "taxing authority;" and

WHEREAS, Ohio Revised Code Chapter 345 provides that such appointments to the Soldiers' and Sailors' Monument Board of Trustees shall be made for terms of five years; and

WHEREAS, there currently are vacancies on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees; and

WHEREAS, Council has determined that Robert M. Pence and Dartanian Warr are qualified to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees and that their service would be beneficial to the on-going success and development of the Cuyahoga County Soldiers' and Sailors' Monument Commission; and

WHEREAS, the appointment of Robert M. Pence to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees would be for the remainder of Ted Prasse's unexpired term until 11/15/2028;

WHEREAS, the appointment of Dartanian Warr to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees would be for the remainder of the vacant unexpired term until 4/15/2029;

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Cuyahoga County Council hereby approves the appointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees as follows:

- i) Appointment for an unexpired term ending 11/15/2028:
 - a. Robert M. Pence
- ii) Appointment for an unexpired term ending 4/15-2029:
 - a. Dartanian Warr

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County Commission. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by_____, seconded by_____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____

Robert M. Pence

MILITARY SERVICE

Enlisted Ohio Army National Guard, February 1982 as a Cannoneer. Basic Training and Advanced Individual Training at Fort Sill, Oklahoma in 1982.

Officer Candidate School, Fort Benning Georgia, 1983 – Distinguished Military Graduate

Field Artillery Officer Basic Course, Fort Sill, Oklahoma, 1984 – Distinguished Honor Graduate

Full-time Battalion Training Officer for the 1/148th Infantry in Lima, OH and 1/136th Field Artillery (lineage traces back to the Cleveland Grays) in Columbus, OH, 1984-1990.

Part-time Ohio National Guard, 1991-1994. Resigned commission as a Captain in 1994.

OTHER EMPLOYMENT

Public Accounting, Tax - 1991-2005.

Ernst & Young, 1991-1995, Columbus, OH

KPMG, 1995-2005. Columbus, OH 1995-1996 and Cleveland, OH 1996-2005.
Made partner in 2001.

Vice President, Global Tax – Aleris International Inc., Beachwood, OH 2005-2020.

Retired – 2020.

EDUCATION & OTHER CREDENTIALS

Master of Taxation, The Capital University Law School – 2000

B.S.B.A., Accounting, The Ohio State University – 1990

CPA (Ohio) – 1991-present.

OTHER ACTIVITIES

Member of the board of the Cleveland Civil War Roundtable since 2020. President 2023-2024. Member since 2015. Organization was selected “Best Roundtable of 2026” by Emerging Civil War.

Member of the board of the Northeast Ohio Civil War Roundtable since 2026 and current Vice President. Member since 2022.

DARTANIAN WARR, PH.D.

EDUCATION

Ph.D. in Management, Case Western Reserve University, Cleveland, OH

Dissertation: The Professional Development Mindset, A Key Ingredient in the Development of Leaders

Committee Members: Dr. Richard Boyatzis (Chair), Dr. Melvin Smith, Dr. Shannon French, Dr. Philip Cola

MS, Strategy, (Distinguished Graduate), National Defense University, DC

MBA, Management, (Honors) Golden Gate University, San Francisco, CA

MA, Applied Behavioral Science, Wright State University, Dayton, OH

BS, Psychology (Human Factors focus), US Air Force Academy, Colorado Springs, CO

RESEARCH INTERESTS

Topics: Leadership Development, Emotional and Social Intelligence, Organizational Learning, Action Learning, Professional Development Mindset, Strategy, Professional Communication

Methodology: Mixed Methods, Structural Equation Modeling Quantitative; Grounded Theory, Thematic Analysis Qualitative

TEACHING INTERESTS

- Professional Selling
 - Emotional and Social Intelligence
 - Organizational Behavior
 - Communications Basics
 - Advance Coaching
 - Strategic Planning
 - Leadership Theory
 - Strategy
 - Lean Management
 - Management Principles
 - Project Management
 - Organizational Learning
 - Building Trust Under Pressure
 - Moving from Conflict to Collaboration
 - Providing Constructive Feedback
 - Professional Presence: Soft Skills that set you apart in the world of professionals
-

RESEARCH DISSEMINATION

Research Papers In Progress

- Shared Vision Mediates the effect of CEO Professional Development Mindset and Emotional Intelligence on Work Engagement and Leader Effectiveness: Possible antecedents to Leadership Development (February, 2024). *Frontiers in Psychology*
-

ACADEMIC/TEACHING EXPERIENCE

**Director, Graduate Programs and Assistant Professor of Management,
Deville School of Business, Walsh University, OH**

Aug 2025 – Present

- Leading top regional MBA program with 40 students
- Interacts with local businesses by identifying opportunities to grow their mid-level managers into effective leaders
 - Created a new Front-Line Supervisor program in conjunction with the Canton Chamber of Commerce
 - Identifying opportunities for small to mid-size businesses to train their new leaders
- Actively recruiting students for the MBA and Undergraduate programs
- Lead faculty for ten courses
- Recruits and hires professors for ten courses

Director, Management of Business Administration Program, Notre Dame College, OH Dec 2023-2024

- Helped grow nascent (2020) MBA program from six students to over 45 students since joining the program in 2022
- Interacts with local businesses by identifying opportunities to grow their mid-level managers into effective leaders
 - Created strategies to target business from \$20M to \$75M net value without an executive development program to send the mid-level managers to NDC
- Actively recruiting students for the MBA program
- Reviewed and Updated Ten courses in the MBA program
- Recruits and hires professors for ten courses
- Academic advisor for 38 MBA students
- Engaged in the process to gain accreditation for NDC from the Accreditation Counsel for Business Schools and Programs. We are continuing to gather data for the Preliminary Questionnaire in preparation for a site visit by our ACBSP accreditation mentor in the 2024-2025 academic year.
- Manages one graduate assistant

Assistant Professor, Business Division, Notre Dame College, South Euclid, OH January 2022-2024

- **Teaches four MBA courses, Leadership, Communication, Management and Strategy Capstone**
 - Leadership: Developed this course focused on developing students' leadership capacity and increasing their emotional intelligence (EI) while learning leadership and EI theory.
 - Communication: Developed this course focused on Business writing, professional speaking and presentation development.
 - Management Fundamentals: Teaches Planning, Organizing, Leading and Controlling with a focus on integrating financial, accounting, operations and human resources data into management fundamentals.
 - Strategy and Capstone: Teaches principles of strategy and ethics, while helping students develop their capstone projects in the following five areas: Internship focused on solving

a business problem; PESTLE analysis; a Company study; Business Plan or a Client project for their present employer.

Selected Guest Speaker Experience /Invited Course Lecturer Experience

- Cleveland Regional FBI offices: Created and led a leadership forum for 250 agents and administrators 2023
- Course Lecturer, Leadership, Notre Dame College, Ohio 2021
- Course Lecturer, Organizational Behavior, Saint Louis University, 2018
- Guest Speaker, Organizational Behavior, University of Michigan, 2017

Student Lecturer, Case Western Reserve University, Cleveland, Ohio 2014-2018

- As part of course work at Case, gave twenty-four presentations to 20-person cohort. Invited by faculty and students to provided three “day in the life of PhD student” presentations to the classes of 2018, 2019 and 2020 with an average class size of 25 students.

Lead Instructor and Course Designer for Crown Equipment Corp New Bremen, OH 2015 to 2020

- Leadership Course Feedback Scores **Quality 9.4/10; Instructor 9.49/10; Recommend to Others 9.36/10**
Focused on developing next generation of Crown Leaders
- Emotional Intelligence Course Feedback Scores **Quality 9.31/10; Instructor 9.65/10; Recommend to Others 9.24/10**
 - Designed Course to help senior leaders understand their emotional cues and those of others
- Technical Enhance Course Feedback Scores **Quality 8.92/10; Instructor 9.46/10; Recommend to Others 8.92/10**
 - Created course to help retain first generation engineers

Keynote Speaker, Cleveland Leadership Center, Cleveland, OH 2013-2017

- Provided motivational speech to 125 interns annually. Topic: “Connect, the power of relationships in the corporate world.”

Lecturer/Professional Speaker, Warr & Daaly Enterprises, Cleveland, OH 2008-2013

- Developed and presented leadership development programs to the local IRS offices, the Louis Stokes VA Hospital, the Cleveland Defense Finance and Accounting Agency, and the Cleveland Equal Opportunity and Employment Office. Class sizes ranged from 15 to 25.
- Responsible for course creation, presenting to senior leaders, helping them identify potential students and finally class presentations.

PROFESSIONAL EXPERIENCE

Director, Training and Development, Crown Equipment Corp, New Bremen, OH 2014-2020

- Created Process to Identify High Potential Employees and developed course work to enhance their professional development
- Created in conjunction with Case Western Reserve University an Executive Development program for Crown’s President, 12 vice presidents and seventy-five director and plant managers. Course is based on Appreciative Inquiry, Emotional and Social Intelligence, Intentional Change Theory and Designing Sustainable Systems.
- Executive Coach for over twenty mid-level Crown managers

- Lead Facilitator for Crown Leader By Design Program impacting over 400 Crown employees annually
- Facilitator for Advance Coaching, Conflict Management, Building Trust Under Pressure, Leadership for Results, and Moving from Conflict to Collaboration Courses
- Responsible for the professional development of 5,000 + Crown teammates. Review the employees' background and interest and provide targeted opportunities for the employee to grow or prepare for a future assignment or possible promotion.

Director, Rental and Remarketing, Crown Equipment Corp, New Bremen, OH **2013-2014**

- Managed Crown's 20,000 rental assets with a budget of over \$200 million
- Enhanced Crown's Encore program by certifying our Used assets similar to "Certified BMW" for resale across the world
- Surpassed our budgeted revenue numbers for the Rental and Remarketing group by 8%

President, Warr and Daaly Enterprises, Cleveland, OH **2008-2013**

- Created a leadership development program for the Federal Government employees
- Serviced IRS, EEOC, VA and NASA Glenn
- Principal Consultant for fortune 125 Company to sell material handling equipment to United States Air Force, Army and Air Force Exchange Service, and the Defense Logistics Agency. Helped win a \$10M contract for material handling company. Provided expertise on the DOD contracting process, budget cycle and how to gain access to procurement officials.

Vice President, Midwest Operations, Ruan Transportation Corp, Cleveland, OH **2007-2011**

- Managed a \$150 Million Budget, supported Sales process and led a management team of 20
- Responsible for 300 truck drivers moving material across the Midwest and creating sales proposals
- Won transportation contracts with Whole Foods, Bunge Corporation, Central Steel and Wire and Marmon Keystone Steel Corporation
- Won Top Sales Team Award in 2011

Wing Commander, 551st Electronic Systems Wing, Hanscom AFB, MA **2006-2007**

- Led 800-person organization and 6,000-person industry team with a \$15 billion portfolio.
- Developed vision, mission, objectives, and metrics to deliver aircraft and sensors.
- Used lean techniques to streamline product lines and new supply chain techniques to get to customers faster.
- Project management of five product lines: air-to-air radar and air-to-ground radars, a system that combined both, weather sensors and software.

Chief of Staff, Air Force Material Command (AFMC), Wright-Paterson AFB, OH **2005-2006**

- Chief Operating Officer (COO) officer position in the Air Force
- On behalf of the four-star general (corporate president equivalent), managed the day to day operations of a staff of 2000 people and 80,000 people in operating sites in 26 major locations

ranging from Hawaii to Florida. The command manages 41% (\$42.8B) of the Air Force annual budget.

- Leveraged finance and supply chain management to ensure our customers received top notch products, from life rafts to the F-22.

Deputy Chief of Staff, Northern Command & North American Defense Command, CO **2004 - 2005**

- Deputy Chief Operating Officer (COO)
- Principal advisor to the four-star general for all staff matters impacting both United States and Canada.
- Directed the activities of over 1,200 people that created this new organization focused on Homeland Defense and civil support.
- Coordinate the recovery and clean-up operations for four hurricanes in 2005.

Inspector General, AFMC, Wright-Paterson AFB, OH

2002-2004

- Led 160-person inspection team for this 80,000person organization, inspected people, systems and manufacturing facilities.
 - Inspections ensured 41% (\$42.8B) of the Air Force annual budget at 26 installations was managed properly.
- Provided guidance, procedures, planning and oversight for inspection systems, complaints programs and Fraud, Waste and Abuse programs.

Systems Program Director, Human Systems Wing, Brooks AFB, TX

1999-2002

- Led an organization of 600 people, plus a national work force of 2000, in the development of life support systems such as: ejection seats, difibulators, and laser eye protection.
- Responsible for contracting, acquisitioning, researching, engineering, developing and executing the budget.

Chief, Senior Officer Assignments, Air Force Materiel Command, Dayton, OH

1998 – 1999

- Human Resources Director for Executive Development in a company
- Identified & groomed talented personnel for executive track.
- Expedited promotion to Colonel

Program Element Monitor and Program Manager – Pentagon, Washington DC & Space and Missile Center, Los Angeles, CA

1994 – 1997

- Principal staff officer, kept budgeted dollars flowing and satellite requirements stabilized in Pentagon, worked with both Congress and DOD.
- Led 300 people developing \$17 billion satellite.
- Expedited promotion to Lieutenant Colonel

White House Fellow – Special Assistant to the Secretary, Department of Housing and Urban Development, Washington, D.C.

1992 – 1993

- Served as liaison to the Presidential Cabinet and the Presidential Task Force on Hurricane Andrew for the Secretary.

- Tracked identified over \$400 million in budget authority to keep hurricane repairs on track.
- Coordinated HUD sending 10,000 temporary housing units to South Dade County. Provided continuity for HUD as administration changed.

SERVICE

- President, Leadership Cleveland Class **2011 - present**
- Trustee, Culver Educational Foundation **2000 - present**
- Trustee, Slavic Village Development Corporation **2012 - present**
- Member, Disabled Veterans of America **2008 - present**
- Member, Academy of Management, Learning and Education, **2016 - present**
- Member, White House Fellows Association **1997 - present**
- Member, Association of Graduates, United States Air Force Academy **2000- present**
- Member, "A Better Chance" Scholarship Program – focused on creating opportunities for inner-city and "at-risk" youth opportunities to attend the nation's top Private Boarding Schools **2000 - present**
- Presenter, Financial Peace University **2004 - present**

ACHIEVEMENTS

- Selected for Leadership Cleveland (Focus on rising leaders in Cleveland)
- Distinguished Graduate, National Defense University
- Selected a "Ten Outstanding Young American" – National Junior Chamber of Commerce "Jaycee's"
- Honor Graduate, Air Command and Staff College
- Outstanding Contributor, Squadron Office School
- Outstanding Squadron Commander, United States Air Force Academy
- Outstanding First Sergeant, United States Air Force Academy

MILITARY HONORS

- Retired as a Full Colonel in the United States Air Force
- Defense Superior Service Medal
- Legion of Merit with first oak leaf cluster
- Defense Meritorious Service Medal
- Meritorious Service Medal with second oak leaf cluster
- Air Force Achievement Medal with first oak leaf cluster
- Commander Badge
- Master Space Badge
- Senior Acquisition Manager Badge

Professional Development

- Case Western Reserve University – Mastering Cross Cultural Communication **2018**

- Certified to give 360-feedback using Center for Creative Leadership tool **2016**
- Executive Coaching Program - Center for Creative Leadership **2015**
- Facilitator Certification program - Achieve Global **2015**
- Leadership Cleveland **2011**
- Executive Development Program - Syracuse University **2004**
- Leadership Development Program - Center for Creative Leadership **2002**
- Defense Systems Management College, Ft Belvoir, Virginia **1992**
- Senior Program Management Course, Specialized in large projects **1992**

SELECTED COMMENTS FROM COURSE FEEDBACK AT CROWN

“Great personality and kept the course moving”

“Great energy! Like the stories that relate to the material.”

“Kept the audience engaged.”

“Enjoyed the interactive approach and professionalism that Doc brings to the classroom.”

“I thought Doc went into great detail about why Emotional Intelligence was important and how we can improve upon the basics.”

“Great content. Great presentation. I feel like I will be able to take this material and apply it immediately.”

“Great speaker- very motivational”

“Doc was amazing his energy and positivity is very inspiring”

Notre Dame College Course Review Ratings:

MBA 500 – Leadership In person (Jan – Mar 2022) – Average 4.3 review, Scale 1 to 5

MBA 500 – Leadership Online (Aug – Oct 2022) – Average 4.1, Scale 1 to 5

MBA 500 – Leadership In person (Aug – Oct 2022) Average 4.9, Scale 1 to 5

MBA 520 – Communication Course In Person (Oct-Dec 2022)—Didn’t capture

MBA 640 – Strategy Course In Person (Aug-Dec 2022) Average 4.7, Scale 1 to 5

MBA 500 – Leadership In person (Jan – Mar 2023) – Average 4.3 review, Scale 1 to 5

MBA 500 – Leadership Online (Jan – Mar 2023) – Average 4.1, Scale 1 to 5

MBA 620 – Management Fundamentals In person (Mar-May 2023) – Didn’t capture

MBA 500 – Leadership Online (Aug – Oct 2023) – Average 4.8; Scale 1 to 5

MBA 500 – Leadership In person (Aug – Oct 2023) Average 4.87; Scale 1 to 5

MBA 520 – Communication Course In Person (Oct-Dec 2023) – Didn’t capture

MBA 640 – Strategy Course In Person (Aug-Dec 2023) Average 4.7, Scale 1 to 5

MBA 500 – Leadership Online (Jan-Mar 2024) TBD

MBA 620 – Management Fundamentals (Mar-May 2024) TBD

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0261

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 September 2, 2026, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) 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: *Chief Investigator-Sheriff's Department*
Class Number: 12361

Pay Grade: 13A/Exempt (No change)

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

Exhibit B: Class Title: *Data Analyst*

Class Number: 16131

Pay Grade: 9B/Non-Exempt (No change)

* PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, technology requirements, and language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.

Exhibit C: Class Title: *Supervisor, Electronic Technician*

Class Number: 15181

Pay Grade: 8A/Non-Exempt (No change)

* PRC routine maintenance. Classification last revised in 2022. Changes were made to language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.

Exhibit D: Class Title: *Supervisor, Geriatric Behavioral Nurse*

Class Number: 17051

Pay Grade: 12A/Exempt

* PRC routine maintenance. Classification last revised in 2022. Changes were made to the essential functions, language, and formatting. No change to FLSA status. Pay grade increased from 11A to 12A.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



F. Allen Boseman, Chairman
Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

Date: September 3, 2026

To: Cuyahoga County Council President Dale Miller
Council Members, Human Resources, Appointments & Equity
Committee

From: F. Allen Boseman, Chairman
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on September 2, 2026, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Chief Investigator – Sheriff's Department 12361	13A Exempt	13A Exempt (No Change)	Sheriff's
Data Analyst 16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology
Supervisor, Electronic Technician 15181	8A Non-Exempt	8A Non-Exempt (No Change)	Public Works
Supervisor, Geriatric Behavioral Nurse 17051	11A Exempt	12A Exempt	Senior and Adult Services



F. Allen Boseman, Chairman
Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner

cc: Thomas Colaluca, Commissioner
Deborah Southerington, Commissioner
Albert Bouchahine, PRC Co-Director
George Vaughan, PRC Co-Director

Joseph Nanni, Council Chief of Staff
Sarah Nemastil, HR Director
Andria Richardson, Clerk of Council

Posted: 8/27/2026
Meeting: 9/2/2026

<u>Job Title</u> <u>REVISED</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Chief Investigator – Sheriff’s Department	12361	13A Exempt	13A Exempt (No Change)	Sheriff’s	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.
Data Analyst	16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, technology requirements, and language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.
Supervisor, Electronic Technician	15181	8A Non-Exempt	8A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2022. Changes were made to language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.
Supervisor, Geriatric Behavioral Nurse	17051	11A Exempt	12A Exempt	Senior and Adult Services	PRC routine maintenance. Classification last revised in 2022. Changes were made to the essential functions, language, and formatting. No change to FLSA status. Pay grade increased from 11A to 12A.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Investigator – Sheriff's Department	Class Number:	12361
FLSA:	Exempt	Pay Grade:	13A
Dept:	Sheriff's Department	EXHIBIT A	

Classification Function

The purpose of this classification is to plan, coordinate, and supervise the Cuyahoga County Major Crimes Task Force.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for planning and coordinating the activities of the Cuyahoga County Major Crimes Task Force investigating crimes including money laundering, drug investigations, human trafficking, organized crime, and financial crime. This classification supervises the work of personnel from multiple law enforcement agencies assigned to the task force. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to overseeing the task force. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/- 10%

- Plans, coordinates, supervises, and participates in task force investigations in compliance with local, state, and federal laws, regulations, and department protocol; reviews information received to determine possible criminal activity, validity of information, and appropriate jurisdiction; participates in determining appropriate investigative direction and method for cases based on available information; aids in determining the connection between financial crimes and other criminal activity; prepares and/or obtains search warrants, arrest warrants, and subpoenas; interacts with witnesses/victims/suspects/confidential informants as necessary; responds to crime scenes and investigative sites; recommends, updates, and implements unit procedures, policies, objectives, and goals; develops case files and maintains logs; reviews and prepares various reports and documents relating to investigations work; testifies in court proceedings.

30% +/- 10%

- Supervises and directs the work of assigned staff from multiple law enforcement agencies assigned to the task force; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Communicates and coordinates with a variety of financial institutions, federal and state-level prosecutors, members of the public, consultants, external partner agencies (i.e., police departments), County agencies, and related businesses to facilitate investigations; coordinates on joint operations requiring the assistance of other law enforcement agencies; gives lectures on financial crimes to industry and government partners.

5% +/- 2%

- Oversees the handling of County and task force property, criminal evidence, and civil forfeitures; ensures proper use, maintenance, and documentation of equipment used during operations; takes temporary custody of criminal evidence and civil forfeitures; completes documentation and process to transfer evidence and civil forfeitures to appropriate entity.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice, or related field with five (5) years of criminal investigations or financial crime investigations experience including (3) years of relevant supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/Unrelated associate degree	9 years
Unrelated bachelor's/Related associate degree	7 years
Unrelated master's/Related bachelor's degree	5 years
Related master's degree	3 years

**All education levels require 3 years of relevant supervisory experience*

Related fields: accounting, business, public administration, communications, psychology, criminology, management

Related work experience: law enforcement

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer, tablet, and multifunction printer.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and forensic accounting software.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including overtime usage reports, attendance records, vehicle maintenance and fuel reports, confidential funds reports, time sheets, billing invoices, monthly activity reports, case reports, court orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, state, and federal statutes relevant to money laundering, criminal statutes, civil forfeiture laws, and relevant case law.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, task force annual summary reports, monthly case update reports, financial case reports, purchase orders, operation plans, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, employees, department management, federal and local law enforcement, and external business and organization partners.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally on site at crimes scenes and investigation sites.
- Work may involve exposure to strong odors, temperature and weather extremes, smoke, dust, pollen, wetness and humidity, animals or wildlife, disease and bodily fluids, violence, bright/dim lights, and noise extremes.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	16131
FLSA:	Non-Exempt	Pay Grade:	9B
Departments:	Information Technology EXHIBIT B		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various County projects.

Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

60% +/- 10%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assists users with understanding program applications; instructs and trains users in the operation and function of new and existing systems; maintains reporting datasets to support consistent and reusable analytics; validates reports' accuracy.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings

Data Analyst

and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in statistics, computer science, or related field and one (1) year of data analytics experience; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	5 years
Related associate or unrelated bachelor's degree	3 years
Related bachelor's or unrelated graduate degree	1 year
Related graduate degree	0 years

Related degree fields: business administration, mathematics, data science, information technology.

Related work experience: report/dashboard development, SQL/Oracle querying, BI tools, database management.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (Report Builder), business intelligence software (SSMS, Power BI), IT Service Desk software, relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level analysis including the ability to audit, deduce, assess, and appraise data. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including data reports, , data validation reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, co-workers, end-users, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Electronic Technician	Class Number:	15181
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works	EXHIBIT C	

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisory classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares reports; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages and trains staff performing data input for the work order dispatch program.

30% +/- 10%

- Supervises and directs the work of Electronic Technicians and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave, costing sheets, and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

5% +/- 2%

- Operates and tests building automated systems, fire alarm systems, and generator monitoring systems; coordinates with outside vendors to schedule yearly testing for fire alarm systems and troubleshoots any problems with the system.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in electronics technology or related field with two (2) years of data processing experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/unrelated associate degree	4 years
Related associate/unrelated bachelor's degree	2 years
Related bachelor's degree/any graduate degree	1 years

Related degree fields: information technology, electronic engineering

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), desktop publishing software (Nitro Pro), and data entry software (Metasys and Simplex Fire System).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, the Employee Handbook and other manuals, policies, and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence, costing sheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret mechanical, electrical, and engineering terminology and language.
- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, pollen, and electrical currents.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Geriatric Behavioral Health Nurse	Class Number:	17051
FLSA:	Exempt	Pay Grade:	12A
Dept:	Senior and Adult Services	EXHIBIT D	

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning, and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for assessing clients' medical status, mental health, and cognitive functioning, and supervising assigned staff. This class works under general direction of a Deputy Administrator, Community Programs. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations. This position requires visiting and interacting with clients in their homes.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/- 10%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; provides nursing assessments for new (same day) clients and existing Division and Senior and Adult service including Adult Protective Services (APS) clients; checks vitals and monitors heart rate; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability and mental health with various assessments (e.g., Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine client's capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 5%

- Conducts home visits; examines the home for environmental hazards; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

10% +/- 5%

- Supervises and directs the work of Senior and Adult Assessment Specialists, Behavioral Health Unit employees, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills; attends and testifies in court hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Biennial renewal of registered nursing license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printers.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to bend and twist, and the ability to lift, push, and pull up to 25 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (ODAPS, CaseWorthy).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Employee Handbook, Centers for Medicare and Medicaid Services, APS state mandate, policies, and procedures, HIPAA, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, correspondence, lab reports, medical notes, staff evaluations, cognitive assessments, mileage reimbursement sheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, mental health, and related legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, bright/dim lights, noise extremes, animals, and temperature extremes.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0264

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Dana Barragate to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, The Cuyahoga County Administrative Appeals Board (“Board”) was established by Ordinance No. O2026-0006, passed August 4, 2026, and codified at Section 205.11 of the Cuyahoga County Code as an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies in accordance with the County Code; and

WHEREAS, the Board shall provide fair, impartial and expeditious review of administrative enforcement actions while ensuring due process protections; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, pursuant to Section 205.11(C) of the Cuyahoga County Code, the Administrative Appeals Board shall consist of five (5) members, four (4) of whom are appointed by the County Executive subject to confirmation by Council and one (1) member appointed jointly by the County Executive and County Council to serve as Chair; and

WHEREAS, County Executive has nominated Dana Barragate to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Dana Barragate to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



September 10, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Administrative Appeals Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Administrative Appeals Board:

- **Dana Barragate , 4-year term, 11/1/2026 - 10/31/2030**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Shaker Hts, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - None

The Cuyahoga County Administrative Appeals Board is authorized by Ordinance No. 02026-006. The Cuyahoga County Administrative Appeals Board is an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies as designated by County Code.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 6 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Dana C. Barragate

Email: [REDACTED]

PROFESSIONAL EXPERIENCE

August 1995-October 2024

**Federal Trade Commission, Bureau of Consumer Protection, East Central Region,
Cleveland, Ohio**

Attorney

Litigator supporting the FTC's consumer protection mission

- Handled all aspects of litigation, discovery, and settlement negotiations.
- Lead attorney and team member in cases involving telemarketing fraud, national advertising, unauthorized billing, fraudulent charitable solicitation, deceptive franchise and business opportunities, job scams and schemes involving small businesses.
- Significant cases include:
 - *Dun & Bradstreet* (team lead) - obtained multi-million dollar settlement resolving deceptive and unfair practices; secured new and significant protections to help businesses dispute credit inaccuracies.
 - *Reebok* (team lead) and *Sketchers* (team member) - helped secure then-largest settlement against national advertisers and create a framework for monetary judgements with parallel class actions.

Special Assistant United States Attorney, Northern District of Ohio (Cleveland), 2012-2015

- Assisted in criminal inquiry involving potential charges for mail and wire fraud, and for obstruction in underlying FTC proceeding.

International Technical Assistance Program, 2010

- Selected to represent the FTC in a multi-day international technical assistance workshop with consumer protection authorities from the Caribbean Community (CARICOM).
- Assisted with collaborative workshops discussing consumer protection standards for advertising, general marketing practices, complaint handling and outreach.

VOLUNTEER EXPERIENCE

January 2025-May 2025; September 2025-May 2026

The Legal Aid Society of Cleveland

Economic Justice Practice Group, Low Income Taxpayer Clinic

- Assisted clients with low income in resolving disputes with the IRS about federal income tax matters.

EDUCATION

1995 JD Cleveland State University College of Law

Magna Cum Laude

1992 B.A. Ohio University

Political Science, *Cum Laude*



- Home
- Secretary LaRose & the Office
- Elections & Voting
- Campaign Finance
- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
DANA C BARRAGATE	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Administrative Appeals Board

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2030

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Vacant due to new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Dana Barragate, Katherine Hollingsworth, Matthew Besser, Claire Wade, Gabrielle Kelly, Carmina Mares

- 2.8** The candidate's city and county of residence;

SHAKER HTS, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

No

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0265

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Matthew Besser to serve on Administrative Appeals Board for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, The Cuyahoga County Administrative Appeals Board ("Board") was established by Ordinance No. O2026-0006, passed August 4, 2026, and codified at Section 205.11 of the Cuyahoga County Code as an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies in accordance with the County Code; and

WHEREAS, the Board shall provide fair, impartial and expeditious review of administrative enforcement actions while ensuring due process protections; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council"; and

WHEREAS, pursuant to Section 205.11(C) of the Cuyahoga County Code, the Administrative Appeals Board shall consist of five (5) members, four (4) of whom are appointed by the County Executive subject to confirmation by Council and one (1) member appointed jointly by the County Executive and County Council to serve as Chair; and

WHEREAS, the County Executive has nominated Matthew Besser to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Matthew Besser to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



September 10, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Administrative Appeals Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Administrative Appeals Board:

- **Matthew D Besser , 3-year term, 11/1/2026 - 10/31/2029**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Solon, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - Board Member and General Counsel to the ACLU of Ohio.

The Cuyahoga County Administrative Appeals Board is authorized by Ordinance No. O2026-006. The Cuyahoga County Administrative Appeals Board is an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies as designated by County Code.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 6 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

MATTHEW EMERSON DOUGLAS BESSER

5885 Landerbrook Drive
Monarch Centre, Suite 302
Cleveland, Ohio 44124

216.464.3004 (office)
mbesser@bolekbesser.com
www.bbgohio.com

EXPERIENCE

Bolek Besser Glesius LLC, Cleveland, OH.

Managing Principal, 2011–present

- Represent individuals in civil rights and employment matters under Ohio and federal law, including: negotiation; complex litigation; trial; and, appeal.
- Manage the business of a “Tier 1” Cleveland employment law firm as named by *U.S. News – Best Lawyers*.

American Arbitration Association

Arbitrator, 2019–present

- Exercise statutory authority to preside over and rule on employment-law disputes, including discrimination, harassment, and overtime-pay claims.

United States District Court for the District of Columbia

Special Master, 2023–present

- Appointed by Hon. Christopher R. Cooper in *Estate of Christopher Brook Fishbeck, et al. v. The Islamic Republic of Iran, et al.*; Case No. 1:18-cv-02248, to report and recommend liability and damages claims in a class action brought on behalf of more than 1,400 U.S. servicemembers and contractors injured in Iraq by Iran-backed terrorist attacks between 2003 and 2011.

Case Western Reserve University School of Law, Cleveland, OH.

Adjunct Professor of Law, 2008–09, 2016–19

- Taught appellate advocacy, using a mixture of Socratic lecture, practical exercises, and one-on-one writing and oral advocacy instruction.

Cathleen Bolek LLC, Cleveland, OH.

Of Counsel, 2009–10

- Served as counsel for individuals in employment matters under Ohio and federal law.

Vorys Sater Seymour and Pease LLP, Cleveland, OH.

Associate, 2005–09

- Represented large and small corporate clients in a range of matters in labor and employment law.

Hon. Richard L. Nygaard, U.S. Court of Appeals, Third Circuit, Erie, PA.

Law Clerk, 2004–05

- Researched legal issues, recommended the disposition of cases, and drafted opinions of the Court.

Hon. Solomon Oliver, U.S. District Court for the Northern District of Ohio, Cleveland, OH.

Judicial Extern, Summer 2002

- Researched legal issues and helped draft orders under supervision of the Court and staff.

PROFESSIONAL SERVICE & AFFILIATIONS

- Cleveland Metropolitan Bar Association.
 - Immediate Past President, June 2025–26;
 - President, June 2024–25;
 - President-Elect, June 2023–24;
 - Board of Directors, 2019–22;
 - Executive Committee, 2020–21 & June 2023–present;
 - Certified Grievance Committee, 2014–23; Chair, 2019–20; Vice-Chair, 2017–19.
 - Judicial Selection Committee, 2012–23.
 - Unauthorized Practice of Law Committee, 2011–14.
- ACLU of Ohio.
 - General Counsel, 2021–present.
 - Board of Directors, 2019–present.
- Cleveland Metropolitan Bar Foundation, Fellow, 2018–present.
- Ohio State Bar Association, Member.
 - Council of Delegates, 2012–2018.
 - Leadership Academy, 2011.
- TIME'S UP Legal Defense Fund, National Women's Law Center, Member.
- Cleveland Employment Inn of Court, Member, 2006–present.
- Ohio Employment Lawyers Association, Member, 2009–present.
- Ohio Association for Justice, Member, 2009–present.
- Northeast Ohio Chapter of the American Constitution Society, Executive

- Committee Member, 2009–13.
- Admitted to practice in: Ohio, the United States Courts of Appeals for the Third and Sixth Circuits, and the United States District Court for the Northern and Southern Districts of Ohio.

PROFESSIONAL HONORS

- Distinguished Pro Bono Service Award, Federal Bar Association, Northern District of Ohio Chapter, 2022.
- Best Ohio Supreme Court Brief Award, Ohio State Bar Association, 2020.
- “AV Preeminent” rating from Martindale-Hubbell.
- Cleveland “Lawyer of the Year,” Employment Law – Individuals, *Best Lawyers in America*, 2022.
 - “Best Lawyers” list for Cleveland Employment Law, 2016–present.
- Employment “Super Lawyer,” *Ohio Super Lawyers Magazine*, 2014–present.
 - “Top 100” attorneys in Ohio & “Top 50” in Cleveland lists, 2025.
- Employment Law “Rising Star,” *Ohio Super Lawyers Magazine*, 2009, 2012–13.
- Ohio State Bar Foundation, 2013 Community Service Award for Attorneys 40 & Under, District 12.

SELECTED PRESENTATIONS & PUBLICATIONS

- Employment Leave Policies & Practices: The Intersection (and Clash) of Employer and Employee Expectations, Cleveland Metropolitan Bar Association, January 2023.
- Did You Say “Sale” or “Sail?” Why Miscommunication Derails Negotiations, *Cleveland Metropolitan Bar Journal*, September 2022.
- Avoiding the Coin Flip: How to Pick a Winning Jury, Cleveland Metropolitan Bar Association, Annual Labor & Employment Seminar, April 2021.
- The Art of Persuasion, Cleveland Metropolitan Bar Association, New Lawyer Bootcamp, 2021.
- Attorney Discipline: If You’re Not Scared, You Should Be!, Cleveland Metropolitan Bar Association, Annual Professional Conduct Seminar, 2019.
- The Toll of Pregnancy Discrimination in The Workplace, National Council for Jewish Women, 2019.
- Investigating and Reporting Grievances, Cleveland Metropolitan Bar Association, Certified Grievance Committee Training Seminar, 2018.
- Elite Appellate Writing for the Rest of Us: Using the Techniques of Top Supreme Court Advocates in Your Practice, Cleveland Metropolitan Bar Association, 2017.
- When Can You (or your Opponent) Appeal That Horrible (or Great) Order

- Compelling Discovery? *Cleveland Academy of Trial Lawyers Newsletter*, 2017.
- Quick But Wrong: How Instincts Cause Lawyers to Make Bad Decisions, Ohio State Bar Association, Midwest Labor & Employment Law Conference, 2016; Ohio Association for Justice, Winter Convention, 2016.
 - The Claims You're Missing, Cleveland Metropolitan Bar Association, Annual Labor & Employment Seminar, 2015; Ohio State Bar Association, Midwest Labor & Employment Law Conference, October 2015.
 - Seven Mistakes Plaintiffs' Lawyers Hope You Make, Ohio State Bar Association, Annual Convention, 2015.
 - How to Lose Your Ticket: Mishandling Client Funds, Case Western Reserve University School of Law, New Lawyer Training Seminar, 2014, 2015.
 - Social Media for the Federal Employment Litigator, Federal Bar Association Northern District of Ohio Chapter, Federal Labor & Employment Law Seminar, 2013.
 - Social Media at Trial, Ohio State Bar Association, Midwest Labor & Employment Law Conference, 2013; Ohio State Bar Association, Annual Convention, 2012.
 - Emerging Issues in FMLA Litigation, Ohio Association for Justice, Annual Convention, 2013.
 - Discovery of Social Media, Ohio Association for Justice, Annual Convention, 2012.
 - Why Social Media is a Nightmare for Attorneys and What to do About it, Ohio Employment Lawyers Association, Annual Seminar, 2012.
 - Prop 8 and the Future of Same-Sex Marriage, Panel Moderator, Cleveland-Marshall College of Law, 2011.
 - Google Mistrials: What the Legal System Can do to Keep the Internet Out of the Jury Box, *Cleveland Metropolitan Bar Journal*, November 2010.
 - Recent Developments in Employment Discrimination, Dayton Bar Association, 2010.
 - The Use of Sex-Stereotyping Claims by LGBT Employees in Ohio, *Ohio Lawyer Magazine*, January 2010.
 - May I Be Recused? The Tension Between Judicial Campaign Speech and Recusal After *Republican Party of Minnesota v. White*, *Ohio State Law Journal*, 64 Ohio St. L.J. 1197 (2003).

EDUCATION

The Ohio State University Moritz College of Law

- Juris Doctor, *summa cum laude*, *Order of the Coif*, 3rd of 208 students, 2004.
- *Ohio State Law Journal*, Associate Editor, 2003–04; Staff Member, 2002–03.

Honors and Awards

- Donald S. Teller Memorial Award for the Student Note Contributing Most Significantly to the *Ohio State Law Journal*, 2002–03.
- Judge Joseph H. Harter Award for Outstanding Performance in Trial Practice.
- CALI Awards for Excellence in: Evidence; Civil Law Practicum; and, Disability Discrimination.

The George Washington University

- Bachelor of Arts, History, May 2001.

Northwestern University School of Professional Studies

- Certificate in Mediation, May 2022.

PERSONAL

- Raised in Shaker Heights. Resides in Solon with wife and two young sons. Long-suffering Cleveland sports fan, and avid fly fisherman.



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
MATTHEW D BESSER	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Administrative Appeals Board

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2029

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Vacant due to new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Dana Barragate, Katherine Hollingsworth, Matthew Besser, Claire Wade, Gabrielle Kelly, Carmina Mares

- 2.8** The candidate's city and county of residence;

SOLON, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Board Member and General Counsel to the ACLU of Ohio.

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0266

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Katherine Hollingsworth to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, The Cuyahoga County Administrative Appeals Board ("Board") was established by Ordinance No. O2026-0006, passed August 4, 2026, and codified at Section 205.11 of the Cuyahoga County Code as an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies in accordance with the County Code; and

WHEREAS, the Board shall provide fair, impartial and expeditious review of administrative enforcement actions while ensuring due process protections; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council"; and

WHEREAS, pursuant to Section 205.11(C) of the Cuyahoga County Code, the Administrative Appeals Board shall consist of five (5) members, four (4) of whom are appointed by the County Executive subject to confirmation by Council and one (1) member appointed jointly by the County Executive and County Council to serve as Chair; and

WHEREAS, the County Executive has nominated Katherine Hollingsworth to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Katherine Hollingsworth to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



September 10, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Administrative Appeals Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Administrative Appeals Board:

- **Katherine B Hollingsworth , 2-year term, 11/1/2026 - 10/31/2028**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Shaker Hts., Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - Benjamin Rose Institute on Aging and Hathaway Brown School

The Cuyahoga County Administrative Appeals Board is authorized by Ordinance No. O2026-006. The Cuyahoga County Administrative Appeals Board is an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies as designated by County Code.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 6 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

KATHERINE B. HOLLINGSWORTH

EXPERIENCE

Northeast Ohio Legal Aid, Cleveland, OH

Executive Director, February 2025-present

- Launched non-profit subsidiary of The Legal Aid Society of Cleveland focused on local policy advocacy in Ashtabula, Cuyahoga, Geauga, Lake, and Lorain Counties

The Legal Aid Society of Cleveland, Cleveland, OH

Economic Justice Group—Managing Attorney, August 2018-January 2025

- Managed group of 19 staff (14 attorneys and 5 paralegals)
- Supervised Senior and Supervising Attorneys in providing direct representation for clients with employment, bankruptcy, tax, consumer, and estate planning issues
- Served on several internal committees including Hiring, Litigation, Technology Implementation, Capital Campaign, and Strategic Planning Committees
- Led systemic advocacy efforts to secure greater economic stability and access to justice for Legal Aid's client community, including co-drafting *amicus curiae* brief in case before Supreme Court of Ohio addressing right to counsel for biological parents in contested adoptions
- Worked in partnership with other community service providers to develop and launch programs to expand Legal Aid's services and reach
- Collaborated on grant proposals and reports for federal, state, and foundation funders

Consumer Group—Managing Attorney, September 2015-August 2018

- Managed group of 9 attorneys and paralegals
- Represented and counseled numerous low-income individuals with foreclosure, payday loan, auto-title loan, automobile repossession, and utility related issues
- Served as member of Legal Aid's Litigation and Volunteer Engagement Committees
- Co-chaired statewide Legal Services Consumer Task Force and participated in other Ohio consumer advocate groups

Consumer Practice Group—Senior Attorney, February 2014-September 2015

- Co-represented low-income homeowners in two mortgage foreclosure bench trials

Consumer Practice Group—Staff Attorney, September 2013-February 2014

Equal Justice Works/AmeriCorps Legal Fellow, September 2011- September 2013

- Represented numerous low-income homeowners in both litigation and mediation of mortgage foreclosure cases
- Co-drafted *amicus curiae* briefs in cases before the Supreme Court of Ohio and 9th Judicial District Court of Appeals addressing payday lending in Ohio
- Participated in extensive preparation for Supreme Court of Ohio oral argument and sat second chair for same

EXPERIENCE, continued

Pepper Hamilton LLP, Boston, MA

Commercial Litigation Practice Group Associate, May 2009-November 2010

- Drafted dispositive motions in several federal district court and state court cases
- Successfully argued motion to dismiss in Massachusetts state court breach of contract case
- Negotiated and drafted settlement agreement in products liability case
- Secured harassment prevention orders for several *pro bono* clients who were victims of sexual assault and harassment

United States District Court for the District of Massachusetts, Worcester, MA

Law Clerk for the Honorable F. Dennis Saylor IV, September 2007-August 2008

- Assisted Judge Saylor in drafting judicial opinions
- Assisted Judge Saylor throughout numerous civil and criminal trials
- Observed various pre and post-trial proceedings including motion hearings and sentencings

Edwards Angell Palmer & Dodge LLP, Boston, MA

Litigation Department Associate, September 2004-June 2007

Summer Associate, June-August 2003

- Drafted brief to the United States Court of Appeals for the First Circuit
- Drafted motions in federal district court and state court cases
- Secured asylum in U.S. Immigration Court for *pro bono* client from Cameroon
- Argued discovery motion in federal district court
- Represented numerous *pro bono* clients in Massachusetts Department of Unemployment Assistance benefits hearings and supervised other associates in similar representations
- Assisted with and coordinated various aspects of discovery in complex civil litigations

United States Holocaust Memorial Museum, Washington, DC

Legal Intern, June-August 2002

- Assisted in drafting motions and affidavits in preparation for Equal Employment Opportunity Commission hearings and prepared witnesses for testifying at same

EDUCATION

Georgetown University Law Center, Washington, DC

Juris Doctor, *magna cum laude*, May 2004

GPA: 3.76

Honors: Order of the Coif

Dean's List (1L-3L years)

Activities: American Criminal Law Review (Project Editor, 2003-2004)

Family Advocacy Clinic (represented families of children with special needs, fall 2003)

Street Law Clinic (taught at SE Washington, DC high school, 2002-2003)

EDUCATION, continued

Middlebury College, Middlebury, VT

Bachelor of Arts, *magna cum laude*, May 2000

Major in Biology and Minor in History of Art and Architecture

GPA: 3.61

Honors: College Scholar (highest honors)

Activities: Semester abroad at the University of Melbourne in Melbourne, Australia

Senior Class Gift Committee (helped raise over \$20,000 for class gift)

BAR ADMISSIONS

- Ohio
- Massachusetts

PUBLICATIONS

- “A Local Photo ID Would Support Re-Entry in Cuyahoga County.” *Cleveland.com*, April 2026
- “Ohio’s Fairness in Lending Act made a difference, but vigilance is needed.” *Cleveland.com*, May 2024
- *Management Information Exchange Journal*, Alternative Schedules and Remote Work: Is a Non-Traditional Workplace a Good Fit for Legal Aid? (Co-author, Spring 2020)
- *Ohio Consumer Law*, Chapter 13-Leasing (Author, 2017-2018 Ed.)
- *Ohio Consumer Law*, Chapter 19-Security Interests; Repossession and Sale (Author, 2014-2015 Ed., 2015-2016 Ed. and 2016-2017 Ed.)

AWARDS

- The Legal Aid Society of Cleveland
 - Leadership Award (November 2024)
 - Claude E. Clarke Award for Outstanding Service (November 2022)
- Hathaway Brown School, Alumnae Achievement Award (May 2016)

MEMBERSHIP/VOLUNTEER ACTIVITIES

- Hathaway Brown School—Board Member (July 2025-present)
- Benjamin Rose Institute on Aging—Board Member (August 2017-present); Governance Committee Chair (January 2022-present)
- Cleveland Consumer Advocates Network (CCAN)—Member (2012-2025)
- Cleveland Metropolitan Bar Association—Member (2011-present)
- National Association of Consumer Advocates (NACA)—Member (2011-2025)
- Alzheimer’s Association’s Walk to End Alzheimer’s—“Team Carolyn” Family Team Member (2023)
- Empowering & Strengthening Ohio’s People (ESOP) (Benjamin Rose subsidiary)—Subsidiary Board Chair (January 2017-December 2021); Board Secretary (January 2016-January 2017); Board Member (January 2015-January 2016; January 2022-present)

- Frank Hadley and Cornelia Root Ginn Foundation—Public Board Member (2017-2022)
- Middlebury College Alumni Admissions Program—Interviewer (2001-2019)
- YWCA of Greater Cleveland, Women’s Leadership Boot Camp—Participant (September 2014-May 2015)
- Hathaway Brown School Alumnae Council—Member (2011-2015); Chair of the Alumnae Weekend (2013)
- March of Dimes, March for Babies—Participant (2009-2015); Cleveland “March for Babies” Family Team Development Committee (2014)

INTERESTS

- Travel
- Needlepoint
- Exploring Cleveland’s University Circle museums with my family
- Cheering on Cleveland sports teams



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
KATHERINE G HOLLINGSWORTH	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



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(614) 466-2655 | (877) SOS-OHIO (877-767-6446)

TTY: (614) 466-0562 | TTY Toll-free: (877) 644-6889

(614) 466-2655

(877) SOS-OHIO (877-767-6446)

TTY: (614) 466-0562

TTY Toll-free: (877) 644-6889

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Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Administrative Appeals Board

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2028

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Vacant due to new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Dana Barragate, Katherine Hollingsworth, Matthew Besser, Claire Wade, Gabrielle Kelly, Carmina Mares

- 2.8** The candidate's city and county of residence;

SHAKER HTS., CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Benjamin Rose Institute on Aging and Hathaway Brown School

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0267

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Gabrielle Kelly to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, The Cuyahoga County Administrative Appeals Board ("Board") was established by Ordinance No. O2026-0006, passed August 4, 2026, and codified at Section 205.11 of the Cuyahoga County Code as an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies in accordance with the County Code; and

WHEREAS, the Board shall provide fair, impartial and expeditious review of administrative enforcement actions while ensuring due process protections; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council"; and

WHEREAS, pursuant to Section 205.11(C) of the Cuyahoga County Code, the Administrative Appeals Board shall consist of five (5) members, four (4) of whom are appointed by the County Executive subject to confirmation by Council and one (1) member appointed jointly by the County Executive and County Council to serve as Chair; and

WHEREAS, County Executive has nominated Gabrielle Kelly to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Gabrielle Kelly to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2030.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20__



September 10, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Administrative Appeals Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Administrative Appeals Board:

- **Gabrielle Kelly , 4-year term, 11/1/2026 - 10/31/2030**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Euclid, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - School Board for the Euclid City School District

The Cuyahoga County Administrative Appeals Board is authorized by Ordinance No. O2026-006. The Cuyahoga County Administrative Appeals Board is an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies as designated by County Code.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 6 candidates on file for this position.

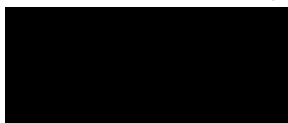
Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Gabrielle T. Kelly



PROFESSIONAL PROFILE

Seasoned and team-oriented attorney with over ten years of trial and arbitration experience and a legal background in insurance coverage matters, construction disputes, commercial disputes product liability matters, and corporate investigations. Strengths include risk analysis, litigation management, responsiveness and the ability to handle multiple projects simultaneously. Certified as a specialist in Insurance Coverage Law and recognized in the industry as a lead practitioner in insurance coverage and commercial litigation.

EXPERIENCE

ABA Insurance Services

Senior Claims Attorney

Shaker Heights, Ohio

April 2021 to Present

Analyze insurance coverage for claims by insured banks under a variety of policies, including directors and officers policies, cyber policies, EPLI, and financial bond insurance. Assess risks and advise on litigation matters for insureds.

Brouse McDowell LPA

Senior Associate and Partner

Cleveland, Ohio

July 2012 to May 2020

Counsel and advisor to policyholders in a variety of insurance coverage disputes, including multi-million dollar disputes of third-party CGL policies, crime policies, mass tort, first-party property policies, and bad faith claims. Assess risks and advise on insurance coverage programs for closely-held companies and public entities.

Trial, mediation, and arbitration counsel in multiple venues, including state and federal courts located in Ohio, Alaska, California, Illinois, New York, and Pennsylvania in approximately 70 matters. Represented clients and participated in oral arguments before the Eighth District Court of Appeals.

Have taken and defended more than 100 depositions, including expert witnesses opining on a variety of subject matters including business valuation, product design and defect, workmanship of contractors, epidemiology, and the history of coverage in insurance policies.

Member of firm's Hiring Committee, Health and Wellness Committee and Diversity and Inclusion Committee

Calfee, Halter & Griswold LLP

Associate

Cleveland, Ohio

August 2007 to June 2012

Key member of legal team representing commercial policyholders in a variety of industries, including manufacturing, real estate, and public utilities. Matter representation includes a variety of insurance coverage disputes, including advertising injury lawsuits and claims under commercial general liability policies, director & officer policies, and employment practices liability insurance.

Represented global auto parts manufacturers, nationwide chemical and performance materials manufacturers, and appliance manufacturers in product and premises liability cases, including exposure to asbestos and silica.

Obtained a dismissal or favorable ruling on summary judgment in over 85% of cases for which I was responsible.

Conducted civil and criminal investigations in a variety of complex and sensitive matters, including sexual harassment and hostile work environment complaints, internal fraud, employee theft, and in response to government subpoenas regarding public construction projects.

Cuyahoga County Election Review Panel

Cleveland, Ohio
May 2006 to September 2006

Researched and analyzed federal, state and local statutes and regulations related to election law. Investigated and advised Panel on legal and practical issues relating to conducting elections in the county. Drafted guidebook on effective Election Day procedures.

EDUCATION

Case Western Reserve University School of Law
Juris Doctor

Cleveland, Ohio
May 2007

Boston University
Bachelor of Arts in Political Science and Sociology, *cum laude*

Boston, Massachusetts
May 2004

ADMISSIONS

State of Ohio, 2007
Northern District of Ohio, 2009
Southern District of Ohio, 2013
Supreme Court of the United States of America, 2018

PROFESSIONAL AWARDS AND MEMBERSHIPS

Euclid Board of Education, Elected Position (2020-present)
Licensed Insurance Adjuster for all 50 states (2022)
Chambers USA recognized practitioner 2020
Super Lawyers Rising Star 2015-2020
Ohio Certified Specialist in Insurance Coverage Law
Cleveland Metropolitan Bar Association Trustee (2017-2020)
FDCC Ladder Down Cleveland Class of 2019
CMBA Volunteer of the Year (2018)
Kaleidoscope Magazine Top 40 Under 40 (2009)



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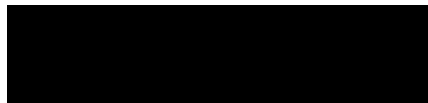
[Media](#)

VOTER PROFILE PAGE

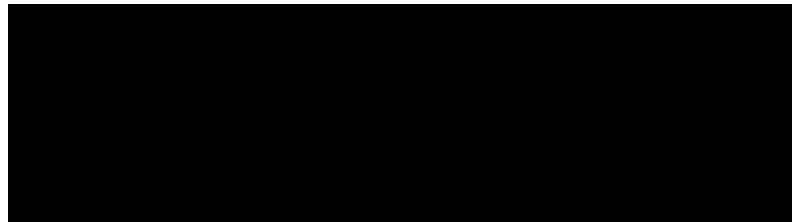
[Print friendly](#)

Name: GABRIELLE T KELLY

Address:



Polling Location:



Precinct:

US Congressional District: 11

Please note that voter congressional districts have been updated for the 2026 election. In accordance with state law, new maps were passed by a unanimous bipartisan vote of the Ohio Redistricting Commission in October of 2025. These new districts will be used for the election in 2026 and for representation from 2027 through 2032. To view your current congressional district and elected official, please visit [District Maps](#).

Senate District: 21

State Rep. District: 21

Please Note – If the address above is out-of-date, [follow this link to update your voting address online](#). Remember the deadline to register to vote or to update your voting information is 30 days prior to the election in which you wish to vote.

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Administrative Appeals Board

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2030

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Vacant due to new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Dana Barragate, Katherine Hollingsworth, Matthew Besser, Claire Wade, Gabrielle Kelly, Carmina Mares

- 2.8** The candidate's city and county of residence;

EUCLID, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

School Board for the Euclid City School District

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0268

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Claire Wade to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, The Cuyahoga County Administrative Appeals Board ("Board") was established by Ordinance No. O2026-0006, passed August 4, 2026, and codified at Section 205.11 of the Cuyahoga County Code as an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies in accordance with the County Code; and

WHEREAS, the Board shall provide fair, impartial and expeditious review of administrative enforcement actions while ensuring due process protections; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council"; and

WHEREAS, pursuant to Section 205.11(C) of the Cuyahoga County Code, the Administrative Appeals Board shall consist of five (5) members, four (4) of whom are appointed by the County Executive subject to confirmation by Council and one (1) member appointed jointly by the County Executive and County Council to serve as Chair; and

WHEREAS, the County Executive has nominated Claire Wade to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Claire Wade to serve on the Administrative Appeals Board for the term 11/1/2026 – 10/31/2028.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20__



September 10, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Administrative Appeals Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Administrative Appeals Board:

- **Claire I. Wade , 2-year term, 11/1/2026 - 10/31/2028**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Beachwood, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - President of the Cleveland Employment Inn of Court

The Cuyahoga County Administrative Appeals Board is authorized by Ordinance No. O2026-006. The Cuyahoga County Administrative Appeals Board is an independent adjudicatory body to hear appeals from administrative enforcement actions of County departments and agencies as designated by County Code.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 6 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Claire I. Wade

wade@swmlawfirm.com



EXPERIENCE

Sobel, Wade & Mapley, LLC

Cleveland, OH

Founding Partner, January 2017 - Present

- Represent clients in all aspects of labor and employment litigation practice, including discrimination, FMLA, FLSA, whistleblower, and Workers' Compensation retaliation.

The Spitz Law Firm

Cleveland, OH

Associate, August 2015 – January 2017

- Represented clients in all aspects of employment litigation practice.
- Managed a docket of over 100 cases at all stages of litigation from client intake through trial.

Legal Aid Society of Cleveland

Cleveland, OH

Volunteer Attorney, January 2015 – May 2015

- Removed barriers to employment; assisted clients in obtaining Ohio ID cards, day-care licenses, teacher's aide certificates, and in complying with other statutory licensing requirements.
- Worked with the IRS to reduce clients' tax liabilities; negotiated offers in compromise and installment agreements.

Dentons

Dallas, TX

Tax Litigation Associate, April 2008 – February 2010

- Lead associate on largest individual tax shelter litigated to date. Conducted research, drafted pleadings, and drafted trial briefs. Litigated case over a three-week period in District Court.
- Managed offshore voluntary disclosure cases for over a dozen individuals with foreign bank accounts. Each case had millions of dollars in penalties and potential criminal liability at issue.

Meadows Collier Reed Cousins Crouch & Ungerman

Dallas, TX

Tax Litigation Associate, September 2007 – April 2008

Summer Associate May 2005 – August 2005, May 2006-June 2006

- Conducted research and drafted memorandum on federal tax and general litigation issues.
- Reviewed and reconstructed client's accounts and presented findings to IRS Appeals. Obtained a complete win for the client, no additional taxes were assessed.

EDUCATION

Southern Methodist University Dedman School of Law

Dallas, TX

Juris Doctor, cum laude, May 2007

- GPA: 3.524 (Top 25% =3.402 , Top 10% =3.549)
- International Law Review Association, Editor-in-Chief
- Tax Clinic Chief
- Am Jur Awards: Income Tax, Corporate Tax, Partnership Tax

California State University, Fullerton

Fullerton, CA

Bachelor of Arts in Economics, May 2001

- Study Abroad, University of Aix-Marseilles

PROFESSIONAL ASSOCIATIONS

Admitted to the State Bar of Texas, November 2007

Admitted to the State Bar of Ohio, May 2015

PUBLICATIONS

Claire Wade, The President's Advisory Panel's Recommendation to Move From A Worldwide Tax To A Territorial Tax System, 12 Law and Business Review of the Americas 3 (2006).

Larry Jones and Claire Wade, The Trust Fund Recovery Penalty – Are There Criminal Charges in Your Client's Future, Journal of Tax Practice & Procedure (December 2006-January 2007).



- Home
- Secretary LaRose & the Office
- Elections & Voting
- Campaign Finance
- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
CLAIRE WADE	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Administrative Appeals Board

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2028

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Vacant due to new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Dana Barragate, Katherine Hollingsworth, Matthew Besser, Claire Wade, Gabrielle Kelly, Carmina Mares

- 2.8** The candidate's city and county of residence;

BEACHWOOD, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

President of the Cleveland Employment Inn of Court

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0269

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Paul Herdeg to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County invests significant public resources in economic development projects through grants, loans, and other forms of financial assistance, and has a substantial interest in ensuring the projects receiving such assistance contribute positively to economic opportunity, neighborhood vitality, and the overall well-being of County residents; and

WHEREAS, the Community Benefits Advisory Committee was established by Ordinance No. O2026-0009, passed August 4, 2026, and codified as Chapter 810 of the Cuyahoga County Code to ensure public investments in development projects generate measurable and equitable benefits for residents of Cuyahoga County, to provide a transparent and consistent process for evaluating such benefits, to require appropriate reporting, oversight and enforcement mechanisms tied to the use of County incentives, financing and other economic development tools, and to promote ongoing oversight, ensure fairness and consistency in implementation and provide informed recommendations to County leadership; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, pursuant to Chapter 810 of the Cuyahoga County Code, the Advisory Committee shall consist of seven (7) voting members and shall include one (1) representative of the Cuyahoga County Department of Development, one (1) representative of the Cuyahoga County Fiscal Office, one (1) representative of the Cuyahoga County Department of Housing and Community Development, one (1) representative of the business or development community, one (1) representative from a community-based organization located within Cuyahoga County, one (1) representative of Cuyahoga County Council and one (1) member

appointed by the County Executive, and shall include a chair nominated and selected by members of the Advisory Committee on an annual basis; and

WHEREAS, the County Executive has nominated Paul Herdeg to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Paul Herdeg to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



September 9, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Community Benefits Advisory Committee*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Community Benefits Advisory Committee:

- **Paul Herdeg, 3-year term, 11/1/2026 - 10/31/2029**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Orange Village, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - Greater Cleveland Works Board, Fund for our Economic Future Governing Committee, The Cleveland Foundation Opioid Innovation Fund Advisory Committee

The Community Benefits Advisory Committee is authorized by O2026-009. The Cuyahoga County Community Benefits Advisory Committee will promote ongoing oversight, ensure fairness and consistency in implementation, and provide informed recommendations to County leadership. The Advisory Committee shall review Community Benefits Plans submitted to the County, provide as appropriate written, nonbinding recommendations regarding each Community Benefits Plan to the County Executive, make recommendations for policy improvements as well as to the allocation and expenditure of funds contained in the Community Benefits Fund.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 5 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

Chris Ronayne
County Executive

Paul Herdeg

Cuyahoga County, Ohio

Paul Herdeg is the Director of Development for Cuyahoga County. In this capacity, Paul drives forward the collaboration of County leadership, Department leadership, and key external partners, to set, update, and carry out Cuyahoga County's strategies for economic development.

Paul serves on the Cleveland-Cuyahoga County Workforce Development Board and directs the Cuyahoga County Economic Development Commission. Paul is a board member of the National Association for County Community and Economic Development, and a Past President of the Ohio Conference of Community Development.

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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
PAUL HERDEG	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Community Benefits Advisory Committee

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2029

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

New Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

vacant due to the establishment of a new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Paul Herdeg, Tony Scott, Michael Chambers, Tania Menesse, Sabrina Roberts

- 2.8** The candidate's city and county of residence;

ORANGE VILLAGE, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Greater Cleveland Works Board, Fund for our Economic Future Governing Committee, The Cleveland Foundation Opioid Innovation Fund Advisory Committee

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0270

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Anthony Scott to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County invests significant public resources in economic development projects through grants, loans, and other forms of financial assistance, and has a substantial interest in ensuring the projects receiving such assistance contribute positively to economic opportunity, neighborhood vitality, and the overall well-being of County residents; and

WHEREAS, the Community Benefits Advisory Committee was established by Ordinance No. O2026-0009, passed August 4, 2026, and codified as Chapter 810 of the Cuyahoga County Code to ensure public investments in development projects generate measurable and equitable benefits for residents of Cuyahoga County, to provide a transparent and consistent process for evaluating such benefits, to require appropriate reporting, oversight and enforcement mechanisms tied to the use of County incentives, financing and other economic development tools, and to promote ongoing oversight, ensure fairness and consistency in implementation and provide informed recommendations to County leadership; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, pursuant to Chapter 810 of the Cuyahoga County Code, the Advisory Committee shall consist of seven (7) voting members and shall include one (1) representative of the Cuyahoga County Department of Development, one (1) representative of the Cuyahoga County Fiscal Office, one (1) representative of the Cuyahoga County Department of Housing and Community Development, one (1) representative of the business or development community, one (1) representative from a community-based organization located within Cuyahoga County, one (1) representative of Cuyahoga County Council and one (1) member

appointed by the County Executive, and shall include a chair nominated and selected by members of the Advisory Committee on an annual basis; and

WHEREAS, the County Executive has nominated Anthony Scott to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Anthony Scott to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



September 9, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Community Benefits Advisory Committee*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Community Benefits Advisory Committee:

- **Anthony W Scott, 3-year term, 11/1/2026 - 10/31/2029**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Parma, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - none

The Community Benefits Advisory Committee is authorized by 02026-009. The Cuyahoga County Community Benefits Advisory Committee will promote ongoing oversight, ensure fairness and consistency in implementation, and provide informed recommendations to County leadership. The Advisory Committee shall review Community Benefits Plans submitted to the County, provide as appropriate written, nonbinding recommendations regarding each Community Benefits Plan to the County Executive, make recommendations for policy improvements as well as to the allocation and expenditure of funds contained in the Community Benefits Fund.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 5 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Anthony W. Scott, Esq.

Anthony W. Scott, Esq. serves as Director of Housing and Community Development for Cuyahoga County, where he leads the County's efforts to expand housing opportunities, strengthen communities, and administer critical federal and local housing and community development resources.

Scott is an attorney, public servant, U.S. Marine Corps veteran, author, and community leader with more than two decades of experience spanning government, law, organizational leadership, and community service. Prior to joining Cuyahoga County, he spent more than a decade with the City of Cleveland, serving in several leadership capacities, including Assistant Director of Community Development and Commissioner of Park Maintenance.

A native of East Cleveland and graduate of Shaw High School, Scott is a first-generation college graduate who earned his Bachelor of Arts, Master of Public Administration, and Juris Doctor degrees from Cleveland State University. He is licensed to practice law in Ohio and the U.S. District Court for the Northern District of Ohio.

Scott has maintained an extensive commitment to civic and community service throughout his career, including leadership and service with organizations such as the Black Professionals Association Charitable Foundation, Norman S. Minor Bar Association, NAACP, Omega Psi Phi Fraternity, Inc., and the Zeta Omega Foundation. His community engagement has included board leadership, mentoring, professional development, and initiatives focused on expanding opportunities for others.

Beyond his public-sector work, Scott is the founder of I.S.I. Publishing LLC and a two-time Amazon #1 bestselling author. His nonfiction works include *Unlocking Potential: Insights, Tips & Strategies for Young Black Professionals*, *Overcoming Imposter Syndrome: You Belong at the Table!*, and *Passion. Purpose. Paycheck.: The 3Ps to Career Fulfillment*. He is also a professional speaker whose work focuses on leadership, career development, purpose, resilience, and helping individuals recognize and maximize their potential.

Scott's professional and community work is grounded in a commitment to public service, leadership, mentorship, and creating pathways for individuals and communities to thrive.



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VOTER PROFILE PAGE

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Name: ANTHONY WILLARD SCOTT

Address:

Polling Location:

Precinct:

US Congressional District: 7

Please note that voter congressional districts have been updated for the 2026 election. In accordance with state law, new maps were passed by a unanimous bipartisan vote of the Ohio Redistricting Commission in October of 2025. These new districts will be used for the election in 2026 and for representation from 2027 through 2032. To view your current congressional district and elected official, please visit [District Maps](#).

Senate District: 24

State Rep. District: 14

Please Note – If the address above is out-of-date, [follow this link to update your voting address online](#). Remember the deadline to register to vote or to update your voting information is 30 days prior to the election in which you wish to vote.

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

- 1.** The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1** A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2** A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3** A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

- 2.** A letter from the appointing authority providing the following information:

- 2.1** The title of the board, agency, commission, or authority to which the candidate is being appointed;

Community Benefits Advisory Committee

- 2.2** Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3** The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2029

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

New seat for new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Paul Herdeg, Tony Scott, Michael Chambers, Tania Menesse, Sabrina Roberts

- 2.8** The candidate's city and county of residence;

PARMA, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

none

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0271

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Michael Chambers to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County invests significant public resources in economic development projects through grants, loans, and other forms of financial assistance, and has a substantial interest in ensuring the projects receiving such assistance contribute positively to economic opportunity, neighborhood vitality, and the overall well-being of County residents; and

WHEREAS, the Community Benefits Advisory Committee was established by Ordinance No. O2026-0009, passed August 4, 2026, and codified as Chapter 810 of the Cuyahoga County Code to ensure public investments in development projects generate measurable and equitable benefits for residents of Cuyahoga County, to provide a transparent and consistent process for evaluating such benefits, to require appropriate reporting, oversight and enforcement mechanisms tied to the use of County incentives, financing and other economic development tools, and to promote ongoing oversight, ensure fairness and consistency in implementation and provide informed recommendations to County leadership; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, pursuant to Chapter 810 of the Cuyahoga County Code, the Advisory Committee shall consist of seven (7) voting members and shall include one (1) representative of the Cuyahoga County Department of Development, one (1) representative of the Cuyahoga County Fiscal Office, one (1) representative of the Cuyahoga County Department of Housing and Community Development, one (1) representative of the business or development community, one (1) representative from a community-based organization located within Cuyahoga County, one (1) representative of Cuyahoga County Council and one (1) member

appointed by the County Executive, and shall include a chair nominated and selected by members of the Advisory Committee on an annual basis; and

WHEREAS, the County Executive has nominated Michael Chambers to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Michael Chambers to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20__



September 9, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Community Benefits Advisory Committee*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Community Benefits Advisory Committee:

- **Michael W Chambers , 3-year term, 11/1/2026 - 10/31/2029**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Cleveland, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - Cuyahoga County Audit Committee, Cuyahoga County Budget Commission, Cuyahoga County Board of Control, Cuyahoga County Board of Revision, Cuyahoga County Community Improvement Corporation, Cuyahoga County Records Commission, Grievance Hearing Board

The Community Benefits Advisory Committee is authorized by 02026-009. The Cuyahoga County Community Benefits Advisory Committee will promote ongoing oversight, ensure fairness and consistency in implementation, and provide informed recommendations to County leadership. The Advisory Committee shall review Community Benefits Plans submitted to the County, provide as appropriate written, nonbinding recommendations regarding each Community Benefits Plan to the County Executive, make recommendations for policy improvements as well as to the allocation and expenditure of funds contained in the Community Benefits Fund.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 5 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a large initial "C" and "R".

Chris Ronayne
County Executive

Michael W. Chambers, CPA

Experienced, dedicated and trusted financial professional with a proven history of implementing fiscal accountability, streamlining expenditures, increasing productivity, and identifying new revenue sources within an organization.

EXPERIENCE

Fiscal Officer – Chief Financial Officer Cuyahoga County	<i>2019 – Pres.</i>
Operations and Finance Administrator DPW-Cuyahoga County	<i>2016 – 2019</i>
Senior Business Services Manager/ Fiscal Officer DPW-Cuyahoga County	<i>2011 – 2016</i>
Fiscal Officer Cuyahoga County Engineer	<i>2001 – 2011</i>
Assistant City Controller City of Cleveland	<i>1999 – 2001</i>
Supervisor, Accounting Department Cuyahoga County Treasurer	<i>1990 – 1999</i>

LICENSE/EDUCATION

Certified Public Accountant State of Ohio	<i>2000</i>
Bachelor of Business Administration Cleveland State University	<i>1990</i>

SKILLS

- Experienced financial leader of large local governments. Budget (\$1,7 billion), Debt (\$1.5 billion), Audit, Property tax (assessments and collections), Accounts Payable, Revenue, Payroll, Audit, and more.
 - Skilled employment manager of large departments (305 direct employees / 7,000 indirect)
 - Strategic Planner and Change Agent
 - Excellent communication skills and negotiator
 - Enterprise Resource Planning (ERP) experience
 - Microsoft Office proficiency in Word, Excel, Outlook, and PowerPoint
 - Board of Control Chair Cuyahoga County
-



SERVICE/AFFILIATIONS

- Youth Basketball Coach
 - Professional Standards and Responsibility – Ethics Compliance – (OSCPA)
 - Member of the Ohio Society of Certified Public Accountants, Government Finance Officers Association, County Auditors Association, County Recorders Association
-



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VOTER PROFILE PAGE

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Name: MICHAEL W CHAMBERS

Address:

Polling Location:

Precinct:

US Congressional District: 11

Please note that voter congressional districts have been updated for the 2026 election. In accordance with state law, new maps were passed by a unanimous bipartisan vote of the Ohio Redistricting Commission in October of 2025. These new districts will be used for the election in 2026 and for representation from 2027 through 2032. To view your current congressional district and elected official, please visit [District Maps](#).

Senate District: 23

State Rep. District: 16

Please Note – If the address above is out-of-date, [follow this link to update your voting address online](#). Remember the deadline to register to vote or to update your voting information is 30 days prior to the election in which you wish to vote.

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Community Benefits Advisory Committee

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2029

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Vacant due to establishment of a new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Paul Herdeg, Tony Scott, Michael Chambers, Tania Menesse, Sabrina Roberts

- 2.8** The candidate's city and county of residence;

CLEVELAND, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Cuyahoga County Audit Committee, Cuyahoga County Budget Commission, Cuyahoga County Board of Control, Cuyahoga County Board of Revision, Cuyahoga County Community Improvement Corporation, Cuyahoga County Records Commission, Grievance Hearing Board,

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0272

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Tania Menesse to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County invests significant public resources in economic development projects through grants, loans, and other forms of financial assistance, and has a substantial interest in ensuring the projects receiving such assistance contribute positively to economic opportunity, neighborhood vitality, and the overall well-being of County residents; and

WHEREAS, the Community Benefits Advisory Committee was established by Ordinance No. O2026-0009, passed August 4, 2026, and codified as Chapter 810 of the Cuyahoga County Code to ensure public investments in development projects generate measurable and equitable benefits for residents of Cuyahoga County, to provide a transparent and consistent process for evaluating such benefits, to require appropriate reporting, oversight and enforcement mechanisms tied to the use of County incentives, financing and other economic development tools, and to promote ongoing oversight, ensure fairness and consistency in implementation and provide informed recommendations to County leadership; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, pursuant to Chapter 810 of the Cuyahoga County Code, the Advisory Committee shall consist of seven (7) voting members and shall include one (1) representative of the Cuyahoga County Department of Development, one (1) representative of the Cuyahoga County Fiscal Office, one (1) representative of the Cuyahoga County Department of Housing and Community Development, one (1) representative of the business or development community, one (1) representative from a community-based organization located within Cuyahoga County, one (1) representative of Cuyahoga County Council and one (1) member

appointed by the County Executive, and shall include a chair nominated and selected by members of the Advisory Committee on an annual basis; and

WHEREAS, the County Executive has nominated Tania Menesse to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Tania Menesse to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20__



September 9, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Community Benefits Advisory Committee*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Community Benefits Advisory Committee:

- **Tania Menesse , 3-year term, 11/1/2026 - 10/31/2029**
 - o Seat currently vacant due to the establishment of a new committee
 - o Resides in Shaker Heights, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - Destination Cleveland, Ideastream Public Media, Digital C, Western Reserve Land Conservancy

The Community Benefits Advisory Committee is authorized by O2026-009. The Cuyahoga County Community Benefits Advisory Committee will promote ongoing oversight, ensure fairness and consistency in implementation, and provide informed recommendations to County leadership. The Advisory Committee shall review Community Benefits Plans submitted to the County, provide as appropriate written, nonbinding recommendations regarding each Community Benefits Plan to the County Executive, make recommendations for policy improvements as well as to the allocation and expenditure of funds contained in the Community Benefits Fund.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 5 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a white background.

Chris Ronayne
County Executive

Tania Menesse is the President & CEO of Towards Employment, a nonprofit whose mission is to champion the potential of every person to succeed in a rewarding career while working to strengthen policies that provide pathways to opportunity for all workers. TE believes in a dynamic world of work where all people - regardless of race, justice system involvement, or where they live - have an opportunity to thrive.

Menesse spent the last fifteen years at the intersection of community and economic development, working to create functioning markets in neighborhoods across Greater Cleveland. In a world where a resident's zip code is the most significant indicator of their life outcomes, place matters. She is passionate about translating this understanding of place to policies and practices that foster a growing region that is more equitable, informed and engaged.

Menesse is the Board Chair of Greater Ohio Policy Center, serves on the boards of Destination Cleveland, Ideastream, Digital C and Western Reserve Land Conservancy and is a member of the Levin College Visiting Committee. She grew up in Shaker Heights and moved back to Cleveland twenty-one years ago with her family to focus her career on the revitalization of Greater Cleveland.



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
TANIA M MENESSE	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Community Benefits Advisory Committee

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2029

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

new seat for newly-established committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Paul Herdeg, Tony Scott, Michael Chambers, Tania Menesse, Sabrina Roberts

- 2.8** The candidate's city and county of residence;

SHAKER HEIGHTS, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Destination Cleveland, Ideastream Public Media, Digital C, Western Reserve Land Conservancy

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be

deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0273

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Sabrina Roberts to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County invests significant public resources in economic development projects through grants, loans, and other forms of financial assistance, and has a substantial interest in ensuring the projects receiving such assistance contribute positively to economic opportunity, neighborhood vitality, and the overall well-being of County residents; and

WHEREAS, the Community Benefits Advisory Committee was established by Ordinance No. O2026-0009, passed August 4, 2026, and codified as Chapter 810 of the Cuyahoga County Code to ensure public investments in development projects generate measurable and equitable benefits for residents of Cuyahoga County, to provide a transparent and consistent process for evaluating such benefits, to require appropriate reporting, oversight and enforcement mechanisms tied to the use of County incentives, financing and other economic development tools, and to promote ongoing oversight, ensure fairness and consistency in implementation and provide informed recommendations to County leadership; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, pursuant to Chapter 810 of the Cuyahoga County Code, the Advisory Committee shall consist of seven (7) voting members and shall include one (1) representative of the Cuyahoga County Department of Development, one (1) representative of the Cuyahoga County Fiscal Office, one (1) representative of the Cuyahoga County Department of Housing and Community Development, one (1) representative of the business or development community, one (1) representative from a community-based organization located within Cuyahoga County, one (1) representative of Cuyahoga County Council and one (1) member

appointed by the County Executive, and shall include a chair nominated and selected by members of the Advisory Committee on an annual basis; and

WHEREAS, the County Executive has nominated Sabrina Roberts to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Sabrina Roberts to serve on the Community Benefits Advisory Committee for the term 11/1/2026 – 10/31/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20__



September 9, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *Community Benefits Advisory Committee*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Community Benefits Advisory Committee:

- **Sabrina Roberts , 3-year term, 11/1/2026 - 10/31/2029**
 - Seat currently vacant due to the establishment of a new committee
 - Resides in Lakewood, Cuyahoga
 - Currently serves on the following government, private, or non-profit board or commissions:
 - Three Arches Foundation, First Year Cleveland Advisory Board, Cuyahoga County Common Pleas Drug Court Advisory Board, Cuyahoga County Women's Health Commission, Jack and Jill of America, AIDS Funding Collaborative Advisory Committee

The Community Benefits Advisory Committee is authorized by O2026-009. The Cuyahoga County Community Benefits Advisory Committee will promote ongoing oversight, ensure fairness and consistency in implementation, and provide informed recommendations to County leadership. The Advisory Committee shall review Community Benefits Plans submitted to the County, provide as appropriate written, nonbinding recommendations regarding each Community Benefits Plan to the County Executive, make recommendations for policy improvements as well as to the allocation and expenditure of funds contained in the Community Benefits Fund.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 5 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a large initial "C" and "R".

Chris Ronayne
County Executive

Sabrina Roberts is the Senior Advisor to Cuyahoga County Executive Chris Ronayne. In this role, she provides guidance related to partnerships and community engagement and advises on issues related to the county's Department of Health and Human Services, which represents the majority of Cuyahoga County expenditures with nearly a \$500 million budget.

Prior to her role as Senior Advisor, Roberts served as Interim Assistant Director of the Cuyahoga County Department of Health and Human Services and continued to serve in a dual capacity maintaining her role as the Administrator of Health Policy and Programs. In these roles, she utilized her strategic planning, policy, finance, and project management skills to lead government initiatives that yielded improved access and services for residents. She has worked in Health and Human Services over the last two decades where she has launched and managed numerous initiatives that have scaled to address complex health care and health access issues. During her tenure at Cuyahoga County, Roberts managed a portfolio in excess of \$150 million while working in the Office of Budget Management.

Roberts prides herself on being a creative problem solver and having the ability to not just create initiatives and programs, but to identify system level changes and approaches needed to impact the health and well-being of families. She is a visionary and an effective public administration executive. Roberts has a proven track record of initiating policies, programs, and services to help individuals and families access quality health care. Her vision and administrative acumen are evidenced by her roles in the establishment of the Cuyahoga Health Access Partnership (CHAP), which resulted in providing health coverage to thousands of low income and uninsured residents and expanded healthcare access for formerly incarcerated people. She also launched a discount prescription drug program that has saved county residents thousands of dollars in life-saving medication.

Roberts has been a member of a myriad of boards and committees. She currently serves on the Board of Directors for the Three Arches Foundation, the Advisory Board for First Year Cleveland, and the Cuyahoga County Common Pleas Drug Court Advisory Board. She is also a lifetime member of Jack and Jill of America, Inc.

Roberts is a proud native of Cleveland. She earned a Master's Degree in Public Administration from the Maxine Goodman Levin College of Urban Affairs at Cleveland State University. She enjoys spending time with her husband, Dennis, and daughter, Morgan Emanuella.



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VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
SABRINA L ROBERTS	

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[Follow this link to search again.](#)

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Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Community Benefits Advisory Committee

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

- 2.3 The specific term of office during which the candidate would serve;

11/1/2026 - 10/31/2029

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

New seat due to creation of new committee

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Paul Herdeg, Tony Scott, Michael Chambers, Tania Menesse, Sabrina Roberts

- 2.8** The candidate's city and county of residence;

LAKEWOOD, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Three Arches Foundation, First Year Cleveland Advisory Board, Cuyahoga County Common Pleas Drug Court Advisory Board, Cuyahoga County Women's Health Commission, Jack and Jill of America, AIDS Funding Collaborative Advisory Committee

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0274

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Melanie Knowles to serve on the District One Natural Resources Assistance Council for the term 10/15/2026 – 10/14/2029; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, pursuant to Ohio Revised Code Chapter 164.21, the former Cuyahoga County Board of Commissioners created a County Natural Resources Assistance Council; and

WHEREAS, the District One Natural Resources Assistance Council oversees the implementation of the Clean Ohio Conservation Program in Cuyahoga County by evaluating, ranking and prioritizing projects submitted by eligible County entities; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council”; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the County Executive has nominated Melanie Knowles to be reappointed to serve on the District One Natural Resources Assistance Council for the term 10/15/2026 – 10/14/2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Melanie Knowles to serve on the District One Natural Resources Assistance Council for the term 10/15/2026 – 10/14/2029.

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 _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 22, 2026

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

Journal _____
_____, 20____



September 10, 2026

Dale Miller, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: *District One Natural Resources Assistance Council (NRAC)*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the District One Natural Resources Assistance Council (NRAC):

- **Melanie Knowles , 3-year term, 10/15/2026 - 10/14/2029**
 - o New Appointment replacing Valerie Katz
 - o Resides in Cleveland Heights, Cuyahoga
 - o Currently serves on the following government, private, or non-profit board or commissions:
 - Cuyahoga County Solid Waste District Board

The District One Natural Resources Assistance Council (NRAC) is authorized by O.R.C. Section 164.21. The District One (Cuyahoga County) Natural Resources Assistance Council's (NRAC) primary responsibility is to oversee the implementation of the Clean Ohio Green Space Conservation Program in Cuyahoga County.

The NRAC develops the methodology and evaluates green space conservation projects submitted by eligible Cuyahoga County entities using project selection criteria listed in Ohio Revised Code (ORC) Section 164. The NRAC selects the top ranked projects for recommendation to the Director of the Ohio Public Works Commission for further consideration.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There is 1 candidate on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

Chris Ronayne
County Executive

Melanie Kintner Knowles

Professional Experience

County of Cuyahoga

Sustainability Director – 2024 to present

- Advancing sustainability in Cuyahoga County for the benefit of its people, environment, and economy
- Collaborating to implement the Cuyahoga County Sustainability Strategy and Climate Action Plan
- Integrating sustainability into County operations through collaboration with departments including Public Works, Cuyahoga Green Energy, and Purchasing
- Expanding resources and programs to support the County's 59 municipalities to integrate sustainable and climate action, such as the Municipal Climate Action Technical Assistance Pilot program, and the Municipal Climate Action Toolkit
- Contribute to the Data Center Working Group to produce Municipal Data Center Recommendations
- Represent the County Executive on the Solid Waste District Board of Directors
- Partner in the Healthy Urban Tree Canopy program
- Co-Chaired the 2026 Midwest Climate Summit with 491 attendees from 23 states

Kent State University

Sustainability Manager –2009 to 2024

- Planned and managed university-wide sustainability efforts
- Shepherded development of Kent State's first formal Sustainability Plan
- Secured grants for campus sustainability projects including \$45,000 for Electric Vehicle Charging Stations, and over \$90,000 for the Grind2Energy food waste diversion system
- Assist university departments to adopt best practices in sustainability, such as procurement, university housing, university culinary services
- Gathered and assessed data to inform strategies including surveys on transportation, recycling, and sustainability in the curriculum, and volume sensors on waste and recycling dumpsters
- Drove adoption of Grind2Energy system for inedible food waste resulting in over 340 tons of food waste diverted for anaerobic digestion to date
- Implemented construction waste management requirement resulting in >75% CWM diversion rate
- Influenced adoption of LEED Certification resulting in 15 LEED Certified campus buildings
- Drove adoption of green cleaning practices with GreenSeal certified products
- Co-created campus bike sharing program and Sustainability Minor
- Coordinated behavior change campaigns including Campus Race to Zero Waste, and energy campaigns Winter Shut Down and Do It In the Dark
- Portage County Solid Waste District Policy Committee member from 2010 to 2024
- Represented Kent State University on the City of Kent ad-hoc Climate Action Plan Committee
- Achieved designations for Kent State University as a STARS Bronze school, Sierra Magazine Cool School, Princeton Review Green School, Bicycle Friendly University, and Platinum level Ohio EPA E3 (Encouraging Environmental Excellence)
- Present on- and off-campus to students, classes, administration, community groups, and conferences

Adjunct Faculty –Fall 2023 to Spring 2025

- Taught the Business Case for Sustainability (MGMT 44009) in the Ambassador Crawford College of Business and Entrepreneurship

Professional Experience (continued)

Doty & Miller Architects

Sustainability Manager – 2007 to 2008

Cleveland Green Building Coalition

Interim Executive Director – 2006 to 2007

Director of Education - 2003 to 2006

Education Coordinator - 2001 to 2003

City of Cleveland, Department of Economic Development

Deputy Project Director, Railroad Agreements – 1999-2000

Education

Certificate in Nonprofit Management

Mandel Center for Nonprofit Organizations

Case Western Reserve University, Cleveland, Ohio

Master of Environmental Science

Areas of Concentration: Policy Making and Administration, Ecological Anthropology

Institute of Environmental Sciences

Miami University, Oxford, Ohio

Bachelor of Arts

Majors: Anthropology, Economics

Miami University, Oxford, Ohio

Professional Development

- Leadership Portage County, Class of 2024
- Kent State University 2020 Institute for Excellence
- LEED® (Leadership in Energy and Environmental Design) Accredited Professional, Building Design and Construction
- Rockwood Leadership Training: The Art of Collaborative Leadership

Personal Commitment

- Dedication to work towards a healthy environment, economy and community, excellent quality of life, and the positive resolution of conflict
- Ruffing Montessori School Board Member – 2018 to 2025
- Nature Center at Shaker Lakes Facilities Committee Member – 2019 to 2025
- Environmental Health Watch Board Member – 2015 to 2022



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Name	Address
MELANIE J KNOWLES	[REDACTED]

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N/A

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Please see attached

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2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

District One Natural Resources Assistance Council (NRAC)

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

NA

- 2.3 The specific term of office during which the candidate would serve;

10/15/2026 - 10/14/2029

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Valerie Katz

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Melanie Knowles

- 2.8** The candidate's city and county of residence;

CLEVELAND HEIGHTS, CUYAHOGA

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Cuyahoga County Solid Waste District Board

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

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