



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MAY 3, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 10:01 a.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Culek to call the roll. Committee members Conwell, Gallagher, Germana, Miller and Brown were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES FROM THE APRIL 19, 2016 MEETING

A motion was made by Ms. Conwell, seconded by Mr. Germana and approved by unanimous vote to approve the minutes from the April 19, 2016 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2016-0082: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission; Mr. Douglas Dykes, Chief Talent Officer; Ms.

Rebecca Kopcienski, Administrator for the Personnel Review Commission; and Mr. Egdilio Morales, Interim Director of the Department of Human Resources, addressed the Committee regarding Resolution No. R2016-0082. Discussion ensued.

Committee members asked of Mr. Bouchahine, Mr. Dykes, Ms. Kopcienski and Mr. Morales pertaining to the item, which they answered accordingly

Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0082. Discussion ensued.

A motion was made by Mr. Germana, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute [See Exhibit A].

No further legislative action was taken on Resolution No. R2016-0082.

- b) R2016-0085: A Resolution confirming the County Executive's appointment of Michael Jeans to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2016-0085. Discussion ensued.

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

In lieu of his attendance, Mr. Michael Jeans sent in a written statement to the Committee.

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2016-0085 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2016-0086: A Resolution confirming the County Executive's appointment of Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Mr. Glassburn addressed the Committee regarding Resolution No. R2016-0086. Discussion ensued.

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

Chief Christopher Viland addressed the Committee regarding his nomination to serve on the Cuyahoga County Corrections Planning Board. Discussion ensued.

Committee members asked questions of Chief Viland pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Mr. Germana with a second by Mr. Gallagher, Resolution No. R2016-0086 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

Ms. Conwell announced that the next Human Resources, Appointments & Equity Committee meeting is scheduled for Tuesday, June 7, 2016 at 10:00 a.m.

Mr. Glassburn provided the Committee with an update regarding upcoming board appointments.

7. OTHER PUBLIC COMMENT

Rev. Pamela Pinkney Butts addressed the Committee regarding the board appointment process and issues with the Cuyahoga County Department of Children & Family Services

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 11:37 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0082

Sponsored by: Councilmember Conwell 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; 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 April 20, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through CC), 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 and to provide for the usual, daily operation of a County entity.

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:

New Classifications: (See Attached Classification Specifications)

Exhibit A:	Class Title:	<i>Communications/9-1-1 Planner</i>
	Number:	1062441
	Pay Grade:	9
Exhibit B:	Class Title:	<i>Emergency Management Specialist</i>
	Number:	1062421
	Pay Grade:	8
Exhibit C:	Class Title:	<i>Emergency Management Supervisor</i>
	Number:	1062422
	Pay Grade:	13
Exhibit D:	Class Title:	<i>Forensic Scientist 3 – Drug Chemistry</i>
	Number:	1071252
	Pay Grade:	12
Exhibit E:	Class Title:	<i>Forensic Scientist 1 – Firearms & Toolmarks</i>
	Number:	1071281
	Pay Grade:	10
Exhibit F:	Class Title:	<i>Forensic Scientist 3 – Firearms & Toolmarks</i>
	Number:	1071283
	Pay Grade:	12
Exhibit G:	Class Title:	<i>Forensic Scientist 3 – Fingerprints</i>
	Number:	1071233
	Pay Grade:	12
Exhibit H:	Class Title:	<i>Hazardous Materials (HazMat) Coordinator</i>
	Number:	1062412
	Pay Grade:	10
Exhibit I:	Class Title:	<i>Quality Assurance Supervisor</i>
	Number:	1062432
	Pay Grade:	10
Exhibit J:	Class Title:	<i>Senior GIS Analyst</i>
	Number:	1053193
	Pay Grade:	12B
Exhibit K:	Class Title:	<i>Wellness Coordinator</i>
	Number:	1053671
	Pay Grade:	11

Proposed Revised Classifications:

- Exhibit L: Class Title: *9-1-1 Coordinator*
Number: 1062451
Pay Grade: 7
*Revised essential job functions to reflect the current duties.
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 7 to 8.
- Exhibit M: Class Title: *CECOMS Operations Supervisor*
Number: 1041311
Pay Grade: 9
*Revised essential job functions to reflect the current duties.
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit N: Class Title: *Development Housing Specialist*
Number: 1055221
Pay Grade: 8
*Revised essential job functions to reflect the current duties.
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit O: Class Title: *Emergency Operations Supervisor*
Number: 1062432
Pay Grade: 10
*Revised pay grade from 10 to 11 and changed title to *Senior CECOMS Operations Supervisor*.
- Exhibit P: Class Title: *Emergency Services Administrator*
Number: 1062435
Pay Grade: 16
*Changed title to *CECOMS Manager* and changed pay grade from 16 to 17.
- Exhibit Q: Class Title: *Environmental Specialist*
Number: 1062411
Pay Grade: 6
*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 6 to 5.

- Exhibit R: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 9B
*The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from 9B to 10B.
- Exhibit S: Class Title: *GIS Planning and Development Manager*
Number: 1053193
Pay Grade: 17B
*Classification number changed from 1053193 to 1053194 to accommodate for a new classification.
- Exhibit T: Class Title: *GIS Specialist*
Number: 1053191
Pay Grade: 7
*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from pay grade 7 to 7B.
- Exhibit U: Class Title: *Kennel Manager*
Number: 1022433
Pay Grade: 13
*The classification title is changing to *Animal Shelter Administrator*. The essential job functions have been updated. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from 13 to 15.
- Exhibit V: Class Title: *Kennel Operations Supervisor*
Number: 1022431
Pay Grade: 7
*The classification title is changing to *Animal Shelter Medical Supervisor* to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit W: Class Title: *Parking Facility Manager*
Number: 1042422
Pay Grade: 10
*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit X: Class Title: *Printing Coordinator*
Number: 1061211
Pay Grade: 7
* The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit Y: Class Title: *Forensic Pathologist 2*
Number: 1071412
Pay Grade: 27
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit Z: Class Title: *Forensic Pathologist 3*
Number: 1071413
Pay Grade: 28
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit AA: Class Title: *Forensic Scientist 1 - Toxicology*
Number: 1071241
Pay Grade: 10
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit BB: Class Title: *Web Maintenance Technician*
Number: 1011251
Pay Grade: 4B
*Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

Proposed Deleted Classifications:

Exhibit CC: Class Title: *Support Officer Supervisor*
Number: 1056611
Pay Grade: 11

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

