

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
RESOLUTION NO. 2015-002**

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**A Resolution Adopting the Cuyahoga County Personnel Review Commission's  
Policy and Procedure for reporting of appointments to the unclassified service .**

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

**WHEREAS**, Section 9.02(4) of the Charter provides the Personnel Review Commission with “[r]esponsibility for creation of rules and policies related to the Personnel Review Commission’s authority set forth in this Charter in accordance with the human resources policies established by ordinance;” and,

**WHEREAS**, County Code Section 303.04(A) requires the County’s Appointing Authorities to report the appointment of unclassified employees to the Personnel Review Commission;

**WHEREAS**, The Personnel Review Commission’s Administrative Rule 6.05 requires the procedures of such reporting be adopted by resolution of the Personnel review Commission;

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

**(1) Designation of Exemptions**

Within sixty days following the effective date of this Resolution, each elective officer and each of the principal appointive executive officers, boards, or commissions that are authorized under Section 124.11(A)(8) of the Ohio Revised Code to make exemptions from the competitive classified service shall designate, in writing to the Commission, the positions (including the incumbent’s name) for which the Section 124.11(A)(8) discretionary exemption is claimed. Failure to submit such designations to the Commission will result in the position (and the incumbent) remaining in the classified civil service.

Thereafter, each elective officer and each principal appointive executive officers, boards, or commissions that are authorized under Section 124.11(A)(8) of the Ohio Revised Code to make exemptions from the competitive classified service shall designate, in writing to the Commission, the position(s) for which the exemption is claimed within sixty days of making an appointment to such position. Failure to submit such designations to the Commission will result in all positions not otherwise exempted from the classified service by general law or the Charter remaining in the competitive classified service.

**(2) Requests for Exemption of Positions from Classified Service**

Requests for exemption of positions from the classified service under Section 124.11(A)(9), (28) of the Ohio Revised Code shall be accompanied by a written statement from the Appointing Authority setting forth a description of the administrative or fiduciary relationship and the reasons why it is impracticable to include such employees or positions in the

competitive classified service. The Commission shall make the final determination regarding exemption from the classified service.

### **(3) Notice of Appointments of Exempted Employees**

Notice of all appointments to positions in the unclassified service, not addressed above, specifically designated as exempt from competitive examination in paragraphs (A)(1) through (32) of Section 124.11 of the Ohio Revised Code, shall be given to the Commission within sixty (60) days of such appointment for verification and certification.

### **(4) Change From Classified to Unclassified**

If an Appointing Authority seeks to change a position and/or classification from the classified to the unclassified service, the Appointing Authority shall make such request in writing to the Commission. The Commission shall make the final determination regarding the change in status.

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

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

AYES: Chairman Thomas Colaluca and Commissioner Robert Wolff  
NAYS:  
ABSTENTION:  
NOT PRESENT:  
DATE: