

**CUYAHOGA COUNTY EXECUTIVE  
EDWARD FITZGERALD**  
Department of Human Resources

June 27, 2014

Cuyahoga County Personnel Review Commission  
323 W. Lakeside Avenue, Suite 400  
Cleveland, Ohio 44113

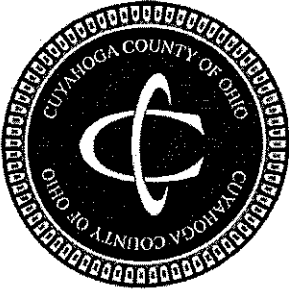
Dear Commissioners Walsh, Colaluca and Wolff,

Enclosed please find the HR Department's response to the PRC's Audit report date May 19, 2014. Should you have any questions, please feel free to contact my staff.

Respectfully,

Elise Hara  
Director of HR & Employment Counsel  
Department of Human Resources

cc: County Executive Ed FitzGerald  
Council President C. Ellen Connally  
Councilwoman Yvonne Conwell



**CUYAHOGA COUNTY**

**MEMORANDUM**

To: Cuyahoga County Personnel Review Commission (PRC)

From: Elise Hara, Director of HR & Employment Counsel *EH*

Date: June 27, 2014

Re: PRC Audit Response

Cc: Ed FitzGerald, Cuyahoga County Executive

Below is the HR Department's response to the PRC's 2014 SAP Audit. In reviewing the source data provided by the PRC, 38 errors require correction and the remaining 20 require explanation.

1. Anomalies, Paragraph 1

CIVIL SERVICE STATUS

RESOLUTION/EXPLANATION

- |                                                 |                                                     |
|-------------------------------------------------|-----------------------------------------------------|
| • Legal Clerk 1 – 1 employee                    | Corrected within 14 days                            |
| • Account Clerk Fiscal Office – 5 employees     | Corrected within 14 days                            |
| • Network Manager – 1 employee                  | Corrected within 14 days                            |
| • Secretary – 1 employee                        | Corrected within 14 days                            |
| • Senior Clerk Fiscal Office – 3 employees      | Corrected within 14 days                            |
| • Fiscal Office Inquiry Assistant – 3 employees | Corrected within 14 days                            |
| • Forensic Chemist – 1 employee                 | Pending Council Approval                            |
| • Forensic DNA Analyst – 1 employee             | Pending Council Approval                            |
| • Forensic Scientist – 1 employee               | Pending Council Approval                            |
| • Pathologist – 1 employee                      | Pending Council Approval                            |
| • Accountant 2 – 1 employee                     | Corrected within 14 days                            |
| • Parking Facility Attendant – 4 employees      | Intermittent. Unclassified per O.R.C. 124.11 A)(29) |
| • Fiscal Officer 1 – 1 employee                 | Corrected within 14 days                            |
| • Network Support Technician – 1 employee       | Corrected within 14 days                            |
| • Records Management Supervisor – 1 employee    | Corrected within 14 days                            |
| • Senior Account Clerk – 1 employee             | Corrected within 14 days                            |
| • Senior Administrative Officer – 1 employee    | Corrected within 14 days                            |

Anomalies, Paragraph 2

RESOLUTION/EXPLANATION

- Deputy Clerk Fiscal Office – 2 employees
- Investigator Assistant – 1 employee

Corrected within 14 days  
Classification in Plan

Anomalies, Paragraph 3

RESOLUTION/EXPLANATION

- Sheriff – 1 employee
- Assistant Law Director – 2 employees

Corrected within 14 days  
Corrected within 14 days

**Issue 2. Positions Missing From Classification Plan**

RESOLUTION/EXPLANATION

- Director of Corrections – 1 employee
- Nurse Supervisor – 6 employees
- Nurse Director – 2 employees
- Parking Facility Manager – 1 employee
- Chaplain – 1 employee
- Part Time Chaplain – 3 employees
- Deputy Clerk Fiscal Office – 1 employee
- Fiscal Officer – 1 employee
- Investigator Assistant – 1 employee

Corrected within 14 days  
Classification in Plan  
Corrected within 14 days  
Classification in Plan  
Discussions with Law Dept.  
Discussions with Law Dept.  
Corrected within 14 days  
Corrected within 14 days  
Soldiers and Sailors emp.

**Issue 3. Variations in Job Title**

Most if not all the findings in the above referenced issues will be remedied by the review of all current employee classification titles and civil service status to ensure they are placed in classifications in the County Plan. We expect this review to be complete within 60 days.

**Issue 4. Classification Specification Limited to Particular Departments**

Prior to 2011, departments such as Sheriff, Auditor, Recorder, Engineer, Coroner, Clerk of Courts, Information Technology and Treasurer were not under the auspices of the BOCC and therefore were not part of the County's Classification Plan. The operational needs of certain departments justify that particular classifications be limited to those departments (i.e. Correctional Officers in Sheriff Department). In addition, as mandated by legislation, each department is its own layoff jurisdiction. This not only ensures that employees will not be transferred indiscriminately (a practice favored by previous administrations to "protect" certain employees) but that positions will be posted and subject to a competitive process, based on the operational and budgetary allowances of each department.

The next major initiative with respect to the maintenance of the County Class Plan will be to review and modify, if necessary, classifications that now extend to agencies that were previously independent and to update and reformat classifications to ensure they are currently relevant. Approximately 183 classifications are subject to review. The Archer Company will need to be engaged for this next project.

**Issue 5 and 6. Job Descriptions for Unclassified Positions**

HR currently has fifty three (53) job descriptions for unclassified positions. (see attached list). Job descriptions or postings exist for all unclassified positions. However, the data in SAP needs to be corrected to accurately reflect the classification status of these positions.

**Issue 7. Provision and Certified Designations**

The labels ‘provisional’ and ‘certified’ have been removed from employee classifications.

BARGAINING STATUS

RESOLUTION/EXPLANATION

**1. Anomalies**

- |                                                                                                                                                                                   |                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Parking Facility Attendant – 4 employees</li> <li>• Emp. and Family Service Super. – 48 employees</li> <li>• Radio Dispatcher</li> </ul> | <p>Intermittent. Unclassified per O.R.C. 124.11 (A)(29) and NB per CBA with SEIU</p> <p>Correct as NB in SAP</p> <p>Not in source data</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

JOB DESCRIPTIONS AND CLASSIFICATION SPECIFICATIONS

As the classifications are added or corrected SAP will automatically key in the appropriate FLSA status. Currently, and anomaly is not affecting the payroll status on employees.

ADDITIONAL RECOMMENDATIONS

**1. Training for SAP Data Entry Employees**

Human Resources employees begin their SAP/SOP training the first two weeks of employment. Each employee is given individual, one-on-one training on specific areas of the system which include but is not limited to hiring, interruptions, terminations, and FMLA. Each new employee over the first two weeks of employment are trained on all modules in which they are expected to work. As the new employee becomes more

proficient, they are placed in the ongoing SAP/SOP trainings that occur bi-monthly. These trainings focus on standard operating procedures, policies and procedures and SAP technical ability. In this ongoing training, there is a focus on re-visiting any tasks that have been found to be completed in error, need re-iterating, or in which change has occurred.

## 2. Follow-up Audits

The HR Department would respectfully request that the audit details relied upon by the PRC be shared in advance with HR to ensure that the correct data is being collected for analytical purposes to compare the current audit with future audits.

## 3. Management Response Required

The HR Department has responded in a timely manner, as agreed upon by the PRC on June 4, 2014.

<b><u>UNCLASSIFIED POSITIONS</u></b>	<b><u>Department</u></b>
Administrative Assistant 1/Scheduler	BOR
Administrator, Board of Revision	BOR
Assistant Administrator, Board of Revision	BOR
Assistant Branch Manager	Fiscal/Title
Assistant Investment and Cash Management Officer	Treasurer
Assistant Law Director	Law
BOR Commercial Appraisal Analyst	BOR
BOR Hearing Officer	BOR
BOR Residential Appraisal Analyst	BOR
BOR Scheduler	BOR
Branch Manager	Fiscal/Title
Chief Deputy , Clerk of Courts	Clerk of Courts
Chief Deputy Medical Examiner	Medical Examiner
Chief Deputy Sheriff	Sheriffs Dept.
Chief Deputy Treasurer	Treasurer
Chief Technology Officer	I.T.
Clerks Office Supervisor	Clerk of Courts
COC Director of Operations	Clerk of Courts
COC Director of Special Projects	Clerk of Courts
COC Manager	Clerk of Courts
Deputy Director of Communications	Communications
Deputy Director, Workforce Development	Workforce Development
Design and Construction Administrator	Public Works
Director of Consumer Affairs	Consumer Affairs
Director of Operations, Fiscal Office	Fiscal
Director, Office of Budget and Management	Fiscal
Emergency Management Administrator	Public Safety
ERP Project Administrator	I.T.
Healthcare Services Manager	Sheriffs Dept.
HR Deputy, Labor and Employment	HR
HR Deputy, Operations	HR
HRC Administrator	PRC
HRC Coordinator	PRC
Internal Audit Manager	Internal Audit
Investigative Examiner	IG
Investment and Cash Management Officer	Treasurer
Legal Account Clerk 1	Clerk of Courts
Legal Account Clerk 2	Clerk of Courts
Legal Account Clerk 3	Clerk of Courts
Legal Account Clerk Supervisor	Clerk of Courts
Maintenance Administrator	Public Works
Management Auditor	IG
Medical Director	Sheriffs Dept.
Paralegal	IG, Law
Planning and Finance Administrator	Public Works
Regional Director of Corrections	Sheriffs Dept.
Senior Adjuster-RM	Law

Title Accountant 1  
Title Accountant 2  
Title Clerk 1  
Title Clerk 2  
Title Division Manager  
Title File Clerk

Fiscal/Title  
Fiscal/Title  
Fiscal/Title  
Fiscal/Title  
Fiscal/Title  
Fiscal/Title