

1 RESOLUTION NO. 2009-480

2
3 SPONSOR Mr. Pry

4
5 DATE December 14, 2009 COMMITTEE Personnel

6
7 **A Resolution approving the classification, classification specification and salary schedule**
8 **for the non-bargaining classified positions of Investigator 1 #40084 and Investigator 2**
9 **#40085, eliminating the classification and classification specification for the non-bargaining**
10 **classified position of Prosecutor's Investigator #40084 and renumbering and re-titling of**
11 **the classification of Chief Prosecutor's Investigator #40085 as Chief Investigator #40086,**
12 **for the Human Resource Commission and the Executive's Department of Human**
13 **Resources, and declaring an emergency.**

14
15 WHEREAS, County Council has the authority pursuant to Article III, Section 3.03 (10)
16 of the Charter of the County of Summit and Sections 169.08, 169.09, 169.10 and 169.11 of the
17 Codified Ordinances of the County of Summit to establish classifications, classification
18 specifications and pay/salary schedules for all County employees; and

19
20 WHEREAS, the County Prosecutor has requested pursuant to Section 169.11 that the
21 classification, classification specification and salary schedule for the non-bargaining classified
22 positions of Investigator 1, #40084 and Investigator 2, #40085 be approved as two new non-
23 bargaining classifications; and

24
25 WHEREAS, the approval of the two new classifications allows for the elimination of the
26 classification and classification specification of the non-bargaining classified position of
27 Prosecutor's Investigator #40084 and renumbering and re-titling of the non-bargaining classified
28 position of Chief Prosecutor's Investigator #40085 as Chief Investigator #40086; and

29
30 WHEREAS, at its November 16, 2009 meeting, the Human Resource Commission
31 approved the classification, classification specification and salary schedule for the non-
32 bargaining classified positions of Investigator 1 and 2, as stated in Order 09-05, attached hereto
33 as Exhibit A and incorporated herein as if fully restated; and

34
35 WHEREAS, this Council has determined by reviewing all pertinent information that it is
36 necessary and in the best interest of the County of Summit to approve the classification,
37 classification specification and salary schedule for the new non-bargaining classified positions of
38 Investigator 1 #40084 and Investigator 2 #40085, to eliminate the classification and
39 classification specification for the non-bargaining classified position of Prosecutor's Investigator
40 #40084 and to renumber and re-title the non-bargaining classified position of Chief Prosecutor's
41 Investigator #40085 as Chief Investigator #40086;

42
43 NOW, THEREFORE, BE IT RESOLVED by the Council of the County of Summit, State
44 of Ohio, that:

45
46 SECTION 1

47
48 The following non-bargaining classifications are hereby approved:

49
50 **Investigator 1 #40084 - Category: C3 Grade 2**

51
52 **Investigator 2 #40085 - Category: C3 Grade 4**

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2 PAGE TWO

3
4 SECTION 2

5
6 The following non-bargaining classification is hereby eliminated:

7
8 **Prosecutor's Investigator – Category: C3 Grade 5**

9
10 The classification specification and salary schedule for this classification is also eliminated.

11
12 SECTION 3

13
14 The non-bargaining classification of Chief Prosecutor's Investigator #40085 is hereby
15 renumbered and re-titled as:

16
17 **Chief Investigator #40086 – Category C3 Grade 6**

18
19 The salary schedule shall remain the same.

20
21 SECTION 4

22
23 The classification specifications for the Investigator 1 and Investigator 2 non-bargaining
24 classifications, which are attached hereto as Exhibit B and C and incorporated herein as if fully
25 restated, are hereby approved. The aforementioned classifications are assigned the salary
26 schedules of Category C3, Grade 2 and Category C3, Grade 4 respectively, as indicated in
27 Exhibit D and E, attached hereto and incorporated herein as if fully restated. The renumbered
28 and re-titled non-bargaining classified position of Chief Investigator #40086 as shown in the
29 County of Summit Classification/Compensation Plan is attached hereto as Exhibit F.

30
31 SECTION 5

32
33 This Resolution is hereby declared an emergency in the interest of the health, safety and
34 welfare of the citizens and employees of the County of Summit, and for the further reason that it
35 is necessary in order to immediately approve a new classification, classification specification and
36 salary schedule for the new non-bargaining classified positions of Investigator 1 #40084 and
37 Investigator 2 #40085, to immediately eliminate the classification, classification specification
38 and salary schedule for the non-bargaining classified position of Prosecutor's Investigator
39 #40084 and to immediately re-number and title the non-bargaining classified position of Chief
40 Prosecutor's Investigator #40085 as Chief Investigator #40086.

41
42 SECTION 6

43
44 Provided this Resolution receives the affirmative vote of eight (8) members, it shall take
45 effect immediately upon its adoption and approval by the Executive; otherwise it shall take effect
46 and be in force at the earliest time provided by law.

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RESOLUTION NO. 2009-480

PAGE THREE

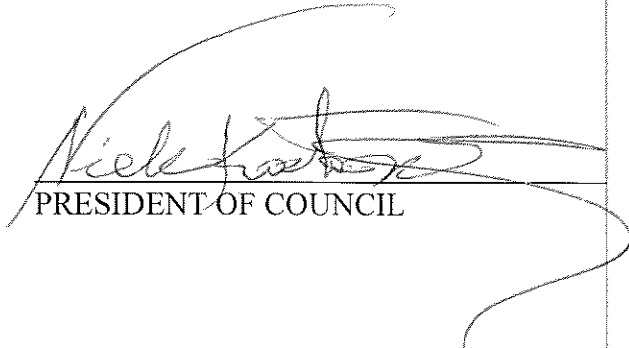
SECTION 7

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 this 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.

INTRODUCED November 30, 2009

ADOPTED December 14, 2009


CLERK OF COUNCIL


PRESIDENT OF COUNCIL

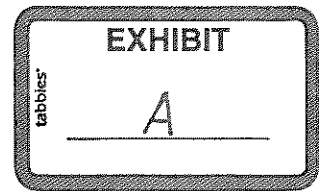
APPROVED December 15, 2009


EXECUTIVE

ENACTED EFFECTIVE December 15, 2009

Voice Vote: 11-0 YES: Komunale, Crawford, Crossland, Feeman, Kostandaras Poda, Prentice, Rodgers, Schmidt, Shapiro, Smith

COUNTY OF SUMMIT
HUMAN RESOURCE COMMISSION
MEETING
Monday November 16, 2009
11:30 P.M.
MINUTES



MEMBERS PRESENT:

Joel Bailey, Chair
Nancy Wilson, Member
Pete Kostoff, Member

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I. **Call to Order**

Joel Bailey convened the meeting at 11:30 a.m. with all members answering to roll call.

II. **Approval of Minutes-June 26, 2009**

Nancy Wilson made a motion to approve the minutes of June 26, 2009 seconded by Joel Bailey. Mr. Kostoff abstained as he was not present for June 26, 2009 meeting. Motion Carried.

III. **Correspondence**

No correspondence

IV. **Old Business**

No old business

V. **New Business**

A - B. Request from Prosecutor for Reclassification and Salary Scale Adjustment of a PROSECUTOR'S INVESTIGATOR CLASSIFICATION to a PROSECUTOR INVESTIGATOR I AND A PROSECUTOR INVESTIGATOR II

Christine Higham of the Executive Human Resource Department and Anita Davis of the Prosecutors office addressed the Commissioners advising the Commissioners of the rationale for these changes which are mostly reflective of the responsibilities and qualifications for this classification. The Prosecutor's Investigator currently in position will be moved to a Prosecutor's Investigator II with no salary change. There will be no salary changes for any employee as a result of this reclassification and salary scale change.

A motion was made by N. Wilson to accept the recommendation of the Human Resource Department and eliminate the Prosecutor's Investigator classification and creating the Prosecutor's Investigator I and Prosecutor's Investigator's II classification along with new classification number and salary scale.

A roll call vote was taken

Bailey	AYE
Wilson	AYE
Kostoff	AYE

Motion carried. (See attached Order # 09-05)

B. Request from Prosecutor for new classification of Administrative Hearing Officer

Christine Higham of the Executive Human Resource Department and Rebecca Stock of the Prosecutors office, Child Support Division addressed the Commissioners advising the Commissioners of the rationale for this new classification. There is not an employee currently in this classification. Currently prosecuting attorneys hear administrative hearings. The creation of this classification will allow the prosecutor to have other employees (i.e. law clerks, etc) hear the administrative hearings.

A motion was made by N. Wilson to accept the recommendation of the Human Resource Department and **create the Administrative Hearing Officer classification with new classification number and salary scale.**

A roll call vote was taken

Bailey	AYE
Wilson	AYE
Kostoff	AYE

Motion carried. (See attached Order # 09-06)

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VI. Human Resource Department-Director Report

Leonard Foster informed the Commissioners

- Staffing Reports from each County department office agency authority board and commission (per Ord # 2009-111) are due by December 31, 2009 to County Council to be adopted with the new operating budget.
- Seventy One (71) employees took the second round of Voluntary Separation Program for a total of 200 employees
- Executive is still looking at implementing furlough days for 2010 but is under review due to number of employees participating in the VSP
- Hiring Freeze is still as of now in effect for the year 2010
- Changes to Chapter 169 (Personnel) of the Codified Ordinance are currently in the Legal Dept for review and will be taken to Council after the budget process is completed the early part of 2010

VII. Human Resource Commission- Director Report

Kasie Pizarro informed the Commissioners.

- Final Budget for the HRC has been submitted to the Office of Budget and Management. Ms. Pizarro and Janis Corbin will be at Council for the HRC budget hearings on November 23, 2009.
- One non bargaining employee was laid off with the Sheriff's office effective August 9, 2009. No employee appeal was filed by employee
- Number of employee Family Medical Requests (279) ADA requests (14), Sick Leave Donation Requests (60) and Sick Leave Hours donated (11,603), year to date.
- Nancy Wilson Reappointment to HRC, term exp Dec. 2015

VIII. Public Comment

No public comment

- IX.** With no other public business to be conducted by the Commission, Joel Bailey moved to adjourn the meeting at 11:48 a.m., seconded by Nancy Wilson

Respectfully



Kasie Briggs Pizarro

Director, Human Resource Commission

SUMMIT COUNTY, OHIO
HUMAN RESOURCE COMMISSION

ORDER

Date: November 16, 2009

Order # : 09-05

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Whereas the Human Resource Commission met in a public meeting at 11:30 a.m. on Monday November 16, 2009 to address a request from the Human Resource Department to: **eliminate the Prosecutor's Investigator classification and create Prosecutor's Investigator I and Prosecutor's II classifications along with classification number and adjusted salary scale.**

Whereas the Human Resource Director reviewed the request from the Prosecutor and recommended the following action to the Human Resource Commission:

Eliminate the Prosecutor's Investigator classification and create Prosecutor's Investigator I and Prosecutor's II classifications along with classification number and adjusted salary scale.

Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Christine Higham of the Executive's office and Anita Davis of the Prosecutor's office:

Whereupon a motion was entered by Nancy Wilson and seconded by Pete Kostoff to approve the above mentioned request for the Human Resource Department.

A roll call vote was taken as follows:

J. Bailey	Aye
N. Wilson	Aye
P. Kostoff	Aye

The motion carried.


Kasie Briggs Pizarro, Director HRC

Cc: C. Higham
L. Foster
A. Davis
File

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COUNTY OF SUMMIT
Established Date: Nov 12, 2009

Investigator 1

Class Code:
40084

EXHIBIT
 B

 FILE COPY
SALARY RANGE

\$13.61 - \$19.73 Hourly
\$28,308.80 - \$41,038.40 Annually

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DESCRIPTION:

Under direction from Investigator 2; conducts independent research and investigation; provides office security and systems; processes records, evidence and related information for case preparation. Performs other related duties as required.

JOB DUTIES:

The duties listed below are intended to depict tasks performed by this classification.

Conducts comprehensive and thorough investigations and research (e.g., locates and contacts suspects, informants, attorneys, witnesses or representatives of federal, state and municipal agencies to obtain information by telephone, correspondence and/or interviews; prepares and submits investigative reports to prosecutors, etc.); collects, organizes and secures evidence; performs research and file search (manually or electronically); may make criminal arrests; provides expert testimony; interacts with law enforcement agencies and provides investigative assistance, records and other information.

Coordinates cases with assigned prosecutors and law enforcement agencies; maintains field records and information request directives (e.g., reviews requests for subpoenas by all agencies, maintains record tracking, etc.); assists with retrieval and storage of evidence and adjudicated cases; participates in providing office security and assists with maintenance of security alarm systems; assists with the management of Property Room.

Maintains and operates a personal computer (e.g., utilizes database inquiry system, produces work processing documents and reports, etc.); develops, maintains and completes detailed records and reports (e.g., investigator, arrest, extradition, attachments, etc.); compiles data and statistics.

May participate in and/or conducts training as related to investigation policy and procedures; may attend workshops and conferences to gain knowledge of new investigation/information processes; serves as a mentor to new employees.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

High school equivalent education, and possession of a Ohio Peace Officer's Training Certificate, plus six (6) years of proven experience of which four (4) years was served in law enforcement and two (2) years in investigative experience or equivalent. A valid State of Ohio driver's license is required.

NOTE:

The position requires the maintenance of all certification and commissions including firearms certification from the State of Ohio. Hazards associated with investigations, office security and potential use of a firearm are present. Operations of field assignments may

subject the individual to work in all types of inclement conditions. May be required to travel overnight.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of crime investigation methods and procedures, law enforcement procedures and practices, court procedures, techniques of collection and preservation of evidence; safety practices and procedures, agency policies and procedures*, record and evidence retention procedures*, interviewing and interrogation methods, criminal law, federal, state and local laws and ordinances*. **Thorough knowledge** of office practice and procedures; computer operations and techniques, technical writing and data entry. **Ability** to communicate effectively; define problems; collect data, establish facts and draw valid conclusions; establish and maintain effective working relationships with supervisors, associates, law enforcement personnel and the general public; prepare and maintain accurate records and documents; exercise sound judgement under stressful circumstances; gather, collate and classify information about data, people and/or things, handle sensitive inquiries; from and in contact with officials, general public and informants; maintain confidentiality of classified information; recognize unusual or threatening situations and take appropriate action; demonstrate physical fitness; calculate fractions, decimals and percentages. **Skills** in operation of communication and computer equipment, keyboard operation, safe and effective use of a firearm.

(*Indicates developed after employment).

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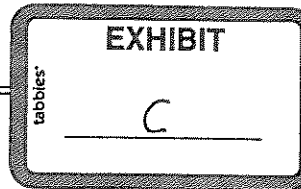


COUNTY OF SUMMIT
Established Date: Nov 12, 2009

Investigator 2

Class Code:
40085

FILE COPY



SALARY RANGE

\$19.01 - \$28.50 Hourly
\$39,540.80 - \$59,280.00 Annually

09-480

DESCRIPTION:

Under administrative direction from Chief Investigator; plans for, directs and supervises personnel engaged in the administration of the Prosecution Investigation Program; conducts independent research and investigation; provides office security; processes records, evidence and related information for case preparation. Performs other related duties as required.

JOB DUTIES:

The duties listed below are intended to depict tasks performed by this classification.

Conducts comprehensive investigations and research (e.g., locates and contacts suspects, informants, attorneys, witnesses or representatives of federal, state and municipal agencies to obtain information by telephone, correspondence and/or interviews; prepares and submits investigative reports to prosecutors, etc.); collects, organizes and secures evidence; performs research and file search (manually or electronically); may make criminal arrests; provides expert testimony; serves as a liaison with law enforcement agencies and provides investigative assistance, records and other information.

Coordinates and/or supervises Investigator 1 administering the Investigation Program (e.g. assigns work, evaluates, effectively recommends discipline, commendation, trains, etc.); coordinates cases with assigned prosecutors and law enforcement agencies; formulates goals and objectives for each unit; interprets regulations and guidelines to assigned personnel in application of policy and procedures.

Maintains field records and information request directives (e.g., reviews requests for subpoenas by all agencies, maintains record tracking, etc.); assists with retrieval and storage of evidence and adjudicated cases; provides office security and assists with maintenance of security alarm systems; assists with the management of Property Room.

Maintains and operates a personal computer (e.g., utilizes database inquiry system, produces work processing documents and reports, etc.); develops, maintains and completes detailed records and reports (e.g., investigator, arrest, extradition, attachments, etc.); compiles data and statistics.

Participates in and/or conducts training as related to investigation policy and procedures; attends workshops and conferences to gain knowledge of new investigation/information processes.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

High school equivalent education, and possession of a Ohio Peace Officer's Training Certificate, plus ten (10) years of proven experience of which seven (7) years was served in

law enforcement and three (3) years in criminal supervisory and/or investigative experience; or equivalent. A valid State of Ohio driver's license is required

NOTE:

The position requires the maintenance of all certification and commissions including firearms certification from the State of Ohio. Hazards associated with investigations, office security and potential use of a firearm are present. Operations of field assignments may subject the individual to work in all types of inclement conditions. May be required to travel overnight

KNOWLEDGE, SKILLS AND ABILITIES:

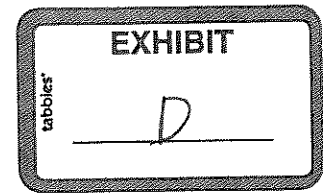
Advanced knowledge of crime investigation methods and procedures, law enforcement procedures and practices, court procedures, techniques of collection and preservation of evidence, safety practices and procedures, agency policies and procedures*, record and evidence retention procedures*, interviewing and interrogation methods, criminal law, federal, state and local laws and ordinances*. **Thorough knowledge** of office practice and procedures*, computer operations and techniques, technical writing, data entry, management/supervisory techniques. **Ability to** communicate effectively, define problems, collect data, establish facts and draw valid conclusions, establish and maintain effective working relationships with supervisors, associates, law enforcement personnel and the general public, prepare and maintain accurate records and documents, exercise sound judgement under stressful circumstances, gather, collate and classify information about data, people and/or things, handle sensitive inquiries from and in contact with officials, general public and informants, maintain confidentiality of classified information, recognize unusual or threatening situations and take appropriate action, demonstrate physical fitness, calculate fractions, decimals and percentages. **Skill in** operation of communication and computer equipment, keyboard operation, safe and effective use of a firearm.

(*Indicates developed after employment).

09 - 480



COUNTY OF SUMMIT, OHIO
 Russell M. Pry, Executive



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ELECTRONIC FORM ON COMPUTER IN HR ON ZEUS

COUNTY OF SUMMIT
 POINT FACTOR SCORING SHEET **09-480**
 CATEGORY 3

FILE COPY

CLASSIFICATION: Investigator 1

FACTOR	DEGREE	POINTS
1. Education and Experience	A. Education	1
	B. Experience	3
2. Degree of Supervision Exercised	0	0
3. Personal Contacts	3	46
4. Responsibility for Policy Development, Enforcement, Implementation, Interpretation	1	9
5. Responsibility for Safety of Others	1	9
6. Responsibility for Assets/Consequence of Error	1	9
7. Mental Demands	4	90
8. Responsibility for Records/Reports	2	36
TOTAL POINTS		274

PAY GRADE ASSIGNMENT C3-2

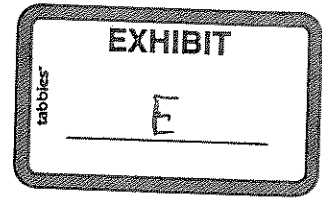
DATE 11-09-2009

By: Christine M. Higham
 Christine M. Higham, Deputy Director

CONFIDENTIAL



COUNTY OF SUMMIT, OHIO
 Russell M. Pry, Executive



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ELECTRONIC FORM ON COMPUTER IN HR ON ZEUS

COUNTY OF SUMMIT
 POINT FACTOR SCORING SHEET
 CATEGORY 3

09-480

FILE COPY

CLASSIFICATION: Investigator 2

FACTOR	DEGREE	POINTS
1. Education and Experience	A. Education	1 20
	B. Experience	5 100
2. Degree of Supervision Exercised	2	48
3. Personal Contacts	4	64
4. Responsibility for Policy Development, Enforcement, Implementation, Interpretation	2	29
5. Responsibility for Safety of Others	2	36
6. Responsibility for Assets/Consequence of Error	2	36
7. Mental Demands	4	90
8. Responsibility for Records/Reports	3	63
TOTAL POINTS		486

PAY GRADE ASSIGNMENT C3-4

DATE 11-09-2009

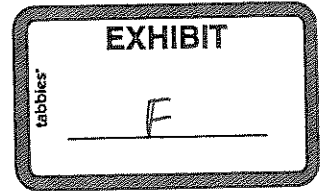
By: Christine M. Higham
 Christine M. Higham, Deputy Director

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COUNTY OF SUMMIT
CLASSIFICATION/COMPENSATION PLAN-2009

09-480

2 8 35125 Safety Coordinator (00-146, 4-12-00)
3 7 35225 HWAP/Rehab Administrator (4-2007)



37000 OPERATION GROUP

1 1 37021 Student Helper

38000 SURVEY TECHNICIAN/INSPECTIONS
GROUP

3 7 38007 Surveyor

40000 SECURITY/LAW ENFORCEMENT GROUP

2 3 40004 Veterinary Technician (6-12-06)
2 5 40005 Chief Deputy Dog Warden
2 7 40007 Dog Warden

2 4 40021 Emergency Management Specialist 1
2 5 40022 Emergency Management Specialist 2
3 6 40025 Emergency Management Coordinator (03-117, 03-18-03)
2 4 40031 Crime Prevention/Community Relations Officer
2 4 40063 Jail Registration Supervisor
2 3 40076 Security Specialist - DJFS (99-797, 1-26-00)
2 5 40078 Security Specialist - DJFS (99-797, 1-26-00)

COUNTY OF SUMMIT
CLASSIFICATION/COMPENSATION PLAN-2009

11.09

09-480

2	5	40081	Secret Service Officer
2	5	40082	Process Server
2	6	40083	Warrant Security Administrator
3	2	40084	Investigator 1
3	4	40085	Investigator 2
3	6	40086	Chief Investigator (01-191, 04-3-01)
2	5	40095	Fleet Communications/Safety Equipment Inspector- SHF (01-502, 08-20-01)
2	7	40100	Security Coordinator – EX (00-443, 8-9-00), (03-117, 03-18-03, 2003-585, 09-16-03)
		42000	LAW ENFORCEMENT COMMUNICATIONS GROUP
2	5	42015	Communications Supervisor
		50000	CRIMINAL JUSTICE GROUP
3	5	50058	Grant Program Analyst – EX (01-265, 5-23-01), (03-117, 03-18-03)
3	6	50059	Justice Planning Coordinator- EX (01-301, 5-23-01) (03-117, 03-18-03) (02-11-08)
3	8	50060	Criminal Justice Coordinator – EX (99-749, 12-13-99)