

COUNTY OF SUMMIT
HUMAN RESOURCE COMMISSION
MEETING
Monday March 22, 2010
10:00 A.M.
MINUTES

MEMBERS PRESENT:

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

I. Call to Order

Joel Bailey convened the meeting at 10:05 a.m. with all members answering to roll call.

II. Approval of Minutes-November 16, 2009

Nancy Wilson made a motion to approve the minutes of November 16, 2009 seconded by Pete Kostoff. Motion Carried.

III. Correspondence

A. Letter from Anita Davis informing the HRC she is no longer with the Prosecutor's office and Assistant Prosecutor Corina Gaffney has been temporarily assigned to represent the HRC. Ms. Gaffney was in attendance for this HRC meeting.

IV. Old Business

No old business

V. New Business

A. Amend FMLA Policy Re: Six (6) month recertification

Kasie Pizarro addressed the Commission regarding this recertification. The current policy states there shall be recertification by the employee every 6 months. Amended version states there may be recertification by the employee every 6 months. Requiring every 6 month recertification amounted to much more recordkeeping and paperwork than anticipated. Should there be cause for requiring recertification anything less than annually is already allowed by the federal law.

A motion was made by P. Kostoff to amend the FMLA policy; seconded by Nancy Wilson

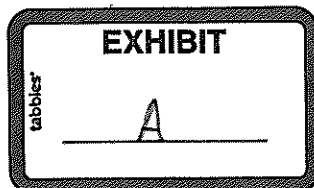
A roll call vote was taken:

Bailey	AYE
Wilson	AYE
Kostoff	AYE

Motion carried. (See attached Order # 10-01)

B. Request from HRC Chairman, to the Director of the Human Resource Department, Leonard Foster, to create a new classification, classification spec and salary scale for a classified position; HRC Administrator

Christine Higham of the Executive Human Resource Department addressed the Commission on behalf of the Executive Human resource Department. Submitted to the Commissioners were copies of the new class spec and all relevant attached information (i.e. point factor scoring sheet). Mr. Bailey discussed the rationale behind this request, which is also addressed in his letter to Mr. Foster. A full discussion was held.



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A motion was made by N. Wilson to accept this new, non-bargaining classified classification for the Human Resource Commission; seconded by P. Kostoff

A roll call vote was taken:

Bailey	AYE
Wilson	AYE
Kostoff	AYE

Motion carried. (See attached Order # 10-02)

VI. Human Resource Department-Director Report

- Christine Higham of the Human Resource Department discussed NEO-Gov, the new software program for electronic hiring/ job posting/job application(s) that is now on the County website. Ms. Higham conducted a power point presentation for the Commissioners. Ms. Wilson inquired if the electronic internal 'hiring' system i.e. Personnel Requisition, Personnel Actions would be available to the HRC office. Ms. Higham indicated that it has not been set up that way but it could be changed. Ms. Wilson indicated that the HRC should have access to view.

VII. Human Resource Commission- Director Report

Kasie Pizarro informed the Commissioners:

- YTD FMLA, ADA, Leave Donations requests (numbers).

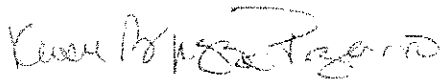
VIII. Public Comment

No public comment.

Mr. Bailey discussed with Ms. Higham the desire to have Ken Jones, Director of the Department of Insurance, or another health care knowledgeable employee come to the next HRC meeting to discuss the impact, if any, of the recently passed Health Care Bill on the County.

- With no other public business to be conducted by the Commission, Nancy Wilson moved to adjourn the meeting at 10:32 a.m.; seconded by Joel Bailey

Respectfully,



Kasie Briggs Pizarro

Director, Human Resource Commission

10-134

SUMMIT COUNTY, OHIO
HUMAN RESOURCE COMMISSION

HRC ORDER

Date: March 22, 2010

Order #: 10-02

Whereas the Human Resource Commission met in a public meeting at 10:00 a.m. on Monday March 22, 2010 to address a request from the Human Resource Department to; create a classified non-bargaining HRC Administrator classification along with classification number and salary scale.

Whereas the Human Resource Director reviewed the request from the HR Commission and recommended the following action to the Human Resource Commission;

Create an HRC Administrator classification along with classification number and 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 HRC Chairman Joel Bailey;

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

Kasie Briggs Pizarro, Director HRC



HRC Administrator

Class Code:
90211

COUNTY OF SUMMIT
Established Date:
Revision Date: Mar 18, 2010

SALARY RANGE

\$28.55 - \$45.67 Hourly
\$59,384.00 - \$94,993.60 Annually

DESCRIPTION:

Under direction of the Human Resource Commission; monitors and enforces compliance with the duties and responsibilities set forth in the County of Summit Charter Article VI, Human Resource Commission Rules. Coordinates application of administrative duties outlined in the HRC Rules and HRD Administrative Code with the Director of the Human Resource Department. Serves as hearing officer for classified non-bargaining employee appeals and as a liaison between the Commission and officeholders.

JOB DUTIES:

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

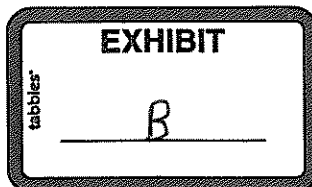
Oversee day to day operations of the Human Resource Commission's Office and supervision of staff; administer countywide compliance with federal, state and local laws regarding personnel matters for which the County is responsible in cooperation with the Director of the Human Resource Department; monitor employee compliance with the Ethics of Public Employment ordinance.

Serve as hearing officer and report to the Commission on matters relative to reduction in pay or position, job abolishment, layoff, suspension, discharge, reclassification, or involuntary disability separation.

Administer County Family Medical Leave Act (FMLA) program through the development, revision, and maintenance of policies and procedures; review and approval, denial and when necessary, recertification of employee requests; training of supervisors on FMLA compliance.

Administer County Americans with Disabilities Act (ADA) through the development, revision, and maintenance of policies and procedures; review and approval of employee requests; determines appropriate accommodations in compliance with the law; training of supervisors on ADA compliance.

Administer County Leave Donation program through the development, revision, and maintenance of policies and procedures; review and approval of employee requests and donations based on established criteria.



QUALIFICATIONS:

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

Master's degree in public administration, management, human resources or other related discipline, plus eight (8) years experience in human resources, commission, legal or other related work. Juris doctorate preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of: government structure and process; federal, state and local laws and regulations regarding employment law; County of Summit Charter, Ordinances, Human Resource Commission Rules and Human Resource Department Administrative Code. **Thorough knowledge of:** management practices and principles; financial disciplines such as accounting, auditing and budgeting; County goals and objectives; Commission goals and objectives; Commission Policy and Procedures; statistical analysis; personnel management. **Ability to:** define problems, collect data, establish facts and draw valid conclusions; communicate effectively in both oral and written form; develop good rapport with citizens and government officials; prepare accurate reports; prepare and deliver training on specialized topics; maintain accurate records.

COUNTY OF SUMMIT
CLASSIFICATION/COMPENSATION PLAN-2010

70000

LABORATORY GROUP

2	6	70005	Laboratory Supervisor (00-146, 4-12-00)
2	7	70006	Laboratory Manager

71000

FORENSIC GROUP

2	5	71003	Forensic Investigation Supervisor
2	7	71004	Forensic Investigation Specialist (2003-682, 10-21-03)
3	5	71005	Chief Forensic Investigator
3	7	71031	Toxicologist

90000

COUNTY HUMAN RESOURCE/
COMMISSION GROUP

2	5	90202	Human Resource Administrative Specialist 1 - HRD (00-148, 4-12-00)
2	7	90205	Human Resource Administrative Specialist 2 - HRC (00-148, 4-12-00)
3	6	90206	Assistant Administrator-HRC (2-12-07)
3	8	90211	HRC Administrator
3	6	90381	Human Resource Compliance Administrator - HRD
3	7	90391	Equal Opportunity Compliance Administrator – HRD (4-2007)
3	7	90405	Human Resource Administrator – HRD (00-148, 4-12-00)

