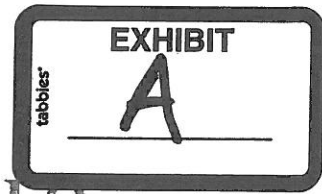


17-007



SUMMIT COUNTY, OHIO
HUMAN RESOURCE COMMISSION

HRC ORDER

Date: September 15, 2016

Order #: 16-02

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Thursday September 15, 2016 to address the adoption of new Classification Specification of Administrative Specialist requested by the Clerk of Courts(COC)

Whereas the Human Resource Commission has reviewed the proposed class spec along with the HRC Administrator, and Executive Human Resources Department and recommended the following action to the Human Resource Commission;

**Adopting Classification of Administrative Specialist; Category 2 Grade 6
Class Code 15024**

Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Sandra Kurtz, Clerk of Courts and Chip Clupper, HR Department

Whereupon a motion was entered by Lashawrida Fellows and seconded by Joel Bailey to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

J. Bailey Aye
L. Fellows Aye

The motion carried.

Handwritten signature of Janis Corbin with the date "9-15-16" written to the right.

Janis Corbin, Assistant Administrator HRC