

1 RESOLUTION NO. 2017-007

2
3 SPONSOR Ms. Shapiro

4
5 DATE January 30, 2017

COMMITTEE Personnel

6
7 **A Resolution approving the new classification, classification specification and salary**
8 **schedule for the non-bargaining, classified position of Administrative Specialist, #15024,**
9 **and revising the County's 2017 Staffing Report to include said position, for the Clerk of**
10 **Courts and the Executive's Department of Human Resources, and declaring an emergency.**

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

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17 WHEREAS, at its September 15, 2016 meeting, at the request of the Clerk of Courts and
18 the County Executive's Department of Human Resources, the Human Resource Commission
19 approved the new classification, classification specification and salary schedule for the new non-
20 bargaining, classified position of Administrative Specialist, #15024, as stated in Order No. 16-
21 02, attached to this Resolution as Exhibit A; and

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23 WHEREAS, it is necessary to add said classification to the County's 2017 Staffing
24 Report; and

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26 WHEREAS, this Council finds and determines, after reviewing all pertinent information,
27 it is necessary and in the best interest of the County of Summit to approve the new classification,
28 classification specification and salary schedule for the new non-bargaining, classified position of
29 Administrative Specialist, #15024 and to add said classification to the County's 2017 Staffing
30 Report for the aforementioned reasons;

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32 NOW, THEREFORE, BE IT RESOLVED by the Council of the County of Summit, State
33 of Ohio, that:

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35 SECTION 1

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37 The following non-bargaining classification is hereby approved:

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39 **Administrative Specialist, #15024 – Category: C2 Grade 06**

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41 SECTION 2

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43 The classification specification for the new non-bargaining classified position of
44 Administrative Specialist, #15024, which is attached to this Resolution as Exhibit B, is hereby
45 approved. The aforementioned classification is assigned the salary schedule of Category C2,
46 Grade 06, as set forth in Exhibit B.

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48 SECTION 3

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50 The following non-bargaining classification is hereby added to the County's 2017
51 Staffing Report:

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PAGE TWO

SECTION 3 (Cont.)

Administrative Specialist, #15024 – Category: C2 Grade 06

SECTION 4

This Resolution is hereby declared an emergency in the interest of the health, safety and welfare of the citizens and employees of the County of Summit, and for the further reason that it is necessary in order to immediately approve the new classification, classification specification and salary schedule for the non-bargaining, classified position of Administrative Specialist, #15024, and to immediately revise the County's 2017 Staffing Report to include said position.

SECTION 5

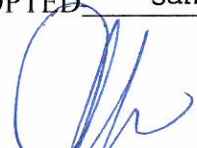
Provided this Resolution receives the affirmative vote of eight (8) members, it shall take effect immediately upon its adoption and approval by the Executive; otherwise it shall take effect and be in force at the earliest time provided by law.

SECTION 6

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 January 9, 2017

ADOPTED January 30, 2017



CLERK OF COUNCIL



PRESIDENT OF COUNCIL

APPROVED January 31, 2017



EXECUTIVE

ENACTED EFFECTIVE January 31, 2017

Voice Vote: YES 11-0 Crawford, Dickinson, Donofrio, Feeman, Hamilton, Koehler, Prentice, Rodgers, Schmidt, Walters, Wilhite