

SUMMIT COUNTY, OHIO
HUMAN RESOURCE COMMISSION

HRC ORDER

Date: September 19, 2024

Order # : 24-02

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Thursday September 19, 2024 to address the request from the Sheriff; for the HRC to approve the newly created, classified non bargaining classification of ESORN Coordinator; Class Code 29321; Category 2 Grade 6

Whereas the Human Resource Commission has reviewed the proposed request along with supporting documentation and recommended the following action:

The Classification of ESORN Coordinator be created in the classified non bargaining class/comp plan; Category 2 Grade 6

Whereas the Human Resource Commission conducted a full discussion of the proposed request;

Whereupon a motion was entered by Ms. Norris and seconded by Ms. Silas Butler to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

Norris	Aye
Silas-Butler	Aye

The motion carried.



Janis Corbin, Assistant Administrator HRC

DRAFT: ESORN Coordinator

Classification

Classification

Classification Title	DRAFT: ESORN Coordinator
Classification Code	DRAFT - 29321
Classification Group	29000 - Management
Salary Category	C2
Salary Grade	06
Step	
Min Salary	\$24.53 / \$1,962.40 / \$51,022.40
Mid Salary	\$30.05 / \$2,404.00 / \$62,504.00
Max Salary	\$35.55 / \$2,844.00 / \$73,944.00

General Overview Under direction, properly maintains inmate housing as it relates to an inmates classification based upon the criteria set forth by the Summit County Sheriff's Office. Effectively register and maintain records pertaining to Sex Offender, Arson Offender, and Violent Offender registration (ESORN). Performs other related duties as required.

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

Completion of high school degree. Associate degree preferred in criminal justice or other related field or experience. Work experience in a correctional environment. Must possess a valid State of Ohio vehicle operator's license.

Knowledge, Skills, and Abilities

- Obtain, verify, and explain specialized court documents.
- Analyze and solve problems.
- Effective communication skills both written and verbal in working with offenders and inmates in person or over the telephone.
- Operate a computer and keyboard.
- The ability to multi-task.
- The ability to work in an office environment.
- Ability to move and lift files.
- Read and understand legal/court orders.
- Knowledge of Excel, Word, and Outlook.

Job Duties

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

- Compile a daily report of the total number of inmates in the intake area.

- Classify inmates according to their criminal history, current charges, medical/mental health history, personal factors (education, housing, etc.), and various other determining factors.
- House inmates in areas which are appropriate according to their classification.
- Maintain daily logs for inmates in disciplinary housing.
- Maintain and log inmates in the medical and mental health housing units.
- Communicate with deputy and supervisory staff regarding inmates who are kept separate from each other.
- Relocate inmates if their classification or restrictions have changed over the course of their incarceration.
- Complete quarterly evaluations of inmates who have been incarcerated for extended stays to determine if their classification is still appropriate.
- Maintain the inmate administrative segregation log and get appropriate signatures from jail administration monthly.
- Compile monthly reports for the state jail inspection.
- Answer inmate requests for trusty status.
- Determine an inmates eligibility for trusty status.
- Maintain an adequate number of inmates in the trusty housing area.
- Knowledge of the LEADS database
- Register Sex Offenders, Arson Offenders, and Violent Offenders.
- Knowledge of offender laws pertaining to their classification tier.
- Schedule offender appointments.
- Enter information into the Offender Watch database during offender appointments regarding address, phone numbers, physical information, etc.
- Fingerprint initial offenders.
- The ability to obtain court documentation pertaining to an offender's registration.
- Maintain reports regarding offender warrants and address checks.
- Assisting in the state audit of the offender database.
- Ability to communicate with professional agencies regarding offender registration and status updates to offenders.

HRC Order Number

Council Legislation Number

Last Revision Date

Note

An employee will be exposed to the normal hazards associated with a correctional facility; must be able to access and travel to the various work sites; may be required to have and maintain a valid State of Ohio vehicle operators license.

**COUNTY OF SUMMIT CLASSIFICATIONS
CATEGORY/GRADE LIST**

**DRAFT
09.2024**

29705	2	6	Administrative Hearing Officer
15024	2	6	Administrative Specialist
23007	2	6	Assistant Appraisal Field Supervisor
31015	2	6	Bridge Maintenance Supervisor
32011	2	6	Building Maintenance Supervisor
26032	2	6	Community Development Coordinator - EX
29704	2	6	Compliance Officer - CSEA
26091	2	6	Comprehensive Planner Research Analyst
35045	2	6	Construction Inspection Supervisor
10045	2	6	Customer Service Coordinator
27041	2	6	Employment Services Liaison - DJFS
29201	2	6	ESORN Coordinator
29567	2	6	Executive Assistant 1 - DJFS
21002	2	6	Fiscal Officer 2
24051	2	6	Graphic Designer - EX
32041	2	6	Grounds Crew Supervisor
27305	2	6	Horticultural Program Supervisor
29221	2	6	Jail Population Control Coordinator
70005	2	6	Laboratory Supervisor
32005	2	6	Maintenance Supervisor 1
27087	2	6	Management Information Specialist - DJFS
33005	2	6	Meter Reader/Repair Supervisor
11045	2	6	Payroll Supervisor
10018	2	6	Public Records Coordinator
34021	2	6	Pumps Maintenance Supervisor 1
27071	2	6	Transportation Supervisor - DJFS
27027	2	6	Victim Services Coordinator
40083	2	6	Warrant Security Administrator
35095	2	6	Weatherization Energy Coordinator
65014	2	7	Assistant Construction Team Manager
21032	2	7	Benefits Specialist 2 - EX
32042	2	7	Building Services Manager
27043	2	7	Compliance Supervisor - DJFS
28021	2	7	Data Base Administrator
27085	2	7	Data Control Supervisor - DJFS
29121	2	7	Deputy Clerk of Council
31003	2	7	Ditch Maintenance Supervisor
40007	2	7	Dog Warden
26042	2	7	Economic Development Coordinator - EX
25023	2	7	Employment Services Coordinator (Yes)- EX
29568	2	7	Executive Assistant 2 - DJFS
71004	2	7	Forensic Investigation Specialist
31025	2	7	Highway Maintenance Supervisor
90205	2	7	Human Resource Administrative Specialist 2 - HRC
70006	2	7	Laboratory Manager
32006	2	7	Maintenance Supervisor 2
15025	2	7	Office Manager
27040	2	7	Ombudsman - DJFS
34005	2	7	Plant Supervisor
27044	2	7	Public Guardian - DJFS
34022	2	7	Pumps Maintenance Supervisor 2
22005	2	7	Purchasing Agent

**COUNTY OF SUMMIT DRAFT
CLASSIFICATION/COMPENSATION PLAN**

09/2024

3	7	28328	UNIX Systems Administrator – FO, COC ONLY (00-147, 4-12-00), (00-779, 12-12-00), (02-597, 10-2-02)
3	6	28335	Network Administrator - FO/EX ONLY
3	7	28340	Network Client Systems Manager - FO/EX/COC ONLY (02-596, 10-2-02)
3	8	28405	Software Engineer – FO ONLY (02-149, 3-19-02)
3	9	28505	Software Engineering Administrator-FO Only (9-2007)
		29000	MANAGEMENT GROUP
2	4	29001	Special Projects Coordinator - EX
3	6	29002	Support Services Administrator
3	6	29010	Assistant Administrator – EX (6-12-06)
3	6	29011	Assistant Director of Administration
3	8	29012	Director of Administration CL/UNCL
2	7	29121	Deputy Clerk of Council
2	6	29221	Jail Population Control Coordinator (6-19-06, 10-28-14)
2	6	29321	ESORN Coordinator
3	5	29501	Administrative Staff Advisor 1 (UNCL- Reference
3	6	29502	Administrative Staff Advisor 2 only for rate.)
2	6	29567	Executive Assistant 1 – DJFS (99-797, 1-26-00)
2	7	29568	Executive Assistant 2 - DJFS (99-797, 1-26-00)
3	5	29569	Administrative Liaison – DJFS (99-797, 1-26-00)
3	8	29570	Assistant County Human Services Administrator- DJFS (99-797, 1-26-00)