

1 RESOLUTION NO. 2009-479

2
3 SPONSOR Mr. Pry

4
5 DATE December 14, 2009

COMMITTEE Personnel

6
7 **A Resolution approving the new classification, classification specification and salary**
8 **schedule for the non-bargaining, classified position of Administrative Hearing Officer**
9 **#29705 and renumbering the non-bargaining classified position of Child Support**
10 **Administrator #29705 as Child Support Administrator #29706, for the Human Resource**
11 **Commission and the Executive's Department of Human Resources, and declaring an**
12 **emergency.**

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

18
19 WHEREAS, the County Prosecutor has requested pursuant to Sections 169.11 that the
20 classification, classification specification and salary schedule for the non-bargaining classified
21 position of Administrative Hearing Officer #29705 be approved, resulting in the renumbering of
22 the non-bargaining classified position of Child Support Administrator #29705 as Child Support
23 Administrator #29706 and

24
25 WHEREAS, at its November 16, 2009 meeting, the Human Resource Commission
26 approved the classification, classification specification and salary schedule for the
27 aforementioned position, as stated in Order 09-06, attached hereto as Exhibit A and incorporated
28 herein as if fully restated; and

29
30 WHEREAS, this Council has determined by reviewing all pertinent information that the
31 approval of the new classification, classification specification and salary schedule for the non-
32 bargaining classified position of Administrative Hearing Officer #29705 and the renumbering of
33 the non-bargaining classified position Child Support Administrator #27905 as Child Support
34 Administrator #29706 is necessary and in the best interest of the County of Summit

35
36 NOW, THEREFORE, BE IT RESOLVED by the Council of the County of Summit, State
37 of Ohio, that:

38
39 SECTION 1

40
41 The following non-bargaining classification is hereby approved:

42
43 **Administrative Hearing Officer #29705 – Category: C2 Grade 6**

44
45 SECTION 2

46
47 The non-bargaining classification of Child Support Administrator #29705 is hereby
48 renumbered as:

49
50 **Child Support Administrator #29706 – Category: C3 Grade 5**

51
52 The salary schedule shall remain the same.

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

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2 PAGE TWO

3
4 SECTION 3

5
6 The classification specification for the new non-bargaining classified position of
7 Administrative Hearing Officer #29705, which is attached hereto as Exhibit B and incorporated
8 herein as if fully restated, is hereby approved. The aforementioned classification is assigned the
9 salary schedule of Category C2, Grade 6, as indicated in Exhibit C, attached hereto and
10 incorporated herein as if fully restated.

11
12 SECTION 4

13
14 This Resolution is hereby declared an emergency in the interest of the health, safety and
15 welfare of the citizens and employees of the County of Summit, and for the further reason that it
16 is necessary in order to immediately approve a new classification, classification specification and
17 salary schedule for the new non-bargaining classified position of Administrative Hearing Officer
18 #29705 and to immediately re-number of the classification of Child Support Administrator
19 #29705 as Child Support Administrator #29706. The renumbered non-bargaining classified
20 position of Child Support Administrator #29706 as shown in the County of Summit
21 Classification/Compensation Plan is attached hereto as Exhibit D.

22
23 SECTION 5

24
25 Provided this Resolution receives the affirmative vote of eight (8) members, it shall take
26 effect immediately upon its adoption and approval by the Executive; otherwise it shall take effect
27 and be in force at the earliest time provided by law.

28
29 SECTION 6

30
31 It is found and determined that all formal actions of this Council concerning and relating
32 to the adoption of this Resolution were adopted in an open meeting of this Council, and that all
33 deliberations of this Council and of any of its committees that resulted in such formal action,
34 were in meetings open to the public, in compliance with all legal requirements, including Section
35 121.22 of the Ohio Revised Code.

36
37 INTRODUCED November 30, 2009

38
39 ADOPTED December 14, 2009

40
41
42 
43 _____
44 CLERK OF COUNCIL



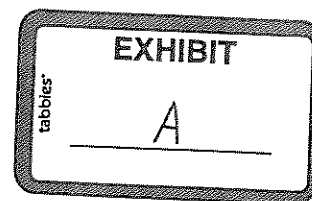
PRESIDENT OF COUNCIL

45
46 APPROVED December 15, 2009

47
48 
49 _____
50 EXECUTIVE

51
52 ENACTED EFFECTIVE December 15, 2009

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

09-479

FILE COPY

- 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	AYL
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.

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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**)

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 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:

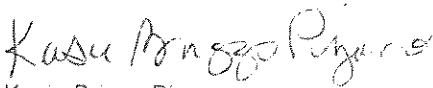
- Final Budget for the HRC has been submitted to the Office of Budget and Management. Ms. Pizarro and Janis Corbin will be at Council for the HRC budget hearings on November 23, 2009.
- One non bargaining employee was laid off with the Sheriff's office effective August 9, 2009. No employee appeal was 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 # : 09-06

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: **create an Administrative Hearing Officer classification along with classification number and salary scale.**

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

Create an Administrative Hearing Officer 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 Rebecca Stock of the Prosecutor's office/child Support Division:


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

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The motion carried.


Kasie Briggs Pizarro, Director HRC

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



COUNTY OF SUMMIT
Established Date: Nov 10, 2009

09-479

Administrative Hearing Officer

Class Code:
29705

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SALARY RANGE

\$18.57 - \$26.90 Hourly
\$38,625.60 - \$55,952.00 Annually

EXHIBIT	
tabbies	B

DESCRIPTION:

Under the direction of the Legal Division Administrator; conducts administrative hearings on child support program matters pursuant to the Ohio Revised Code, Ohio Administrative Code, applicable federal and state rules and regulations and the policies and procedures of the Summit County Child Support Enforcement Agency (CSEA). Hearings may consist of establishment of paternity and child support, adjustments, terminations, reinstatements, mistakes of fact and financial institution data matches. Performs other related duties as required.

JOB DUTIES:

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

Prepares for hearings by reviewing all applicable resources and case data.

Conducts administrative hearings for the CSEA. Hearings may consist of establishment of paternity and child support, adjustments, terminations, reinstatements, mistakes of fact and financial institution data matches.

Explains applicable administrative procedures as dictated by hearing type (e.g. establishment of paternity and child support, adjustments, terminations, reinstatements, mistakes of fact and financial institution data matches).

Prepares findings and issues recommendations after hearing is concluded to document decision. Updates CSEA files and Support Enforcement Tracking System (SETS) narrative with pertinent information.

QUALIFICATIONS:

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

Bachelor's degree in business, public administration or other related discipline, plus three (3) years of child support enforcement agency experience that includes preparation of court cases; or current enrollment in accredited law school or recent graduate thereof; or equivalent combinations of training and/or experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of federal and state laws and regulations and administrative rules concerning Title IV-D programs; due process requirements in court and administrative hearings; State of Ohio child support guidelines, CSEA policies and procedures. Ability to read, analyze and interpret technical journals and legal documents; respond to common inquiries or complaints from CSEA clients, CSEA staff, and/or members of the courts; effectively present information both verbally and through written presentation; add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals; define problems, collect data, establish facts and draw valid conclusions;

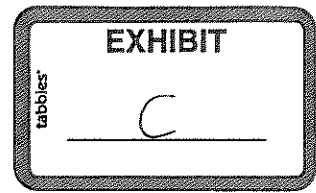
organize, prioritize and meet deadlines; conduct hearings in an impartial manner and handle case information confidentially; prepare meaningful, concise and accurate reports..
Skill in operation of a personal computer.

(* Indicates developed after employment)

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COUNTY OF SUMMIT, OHIO
 Russell M. Pry, Executive



175 South Main Street · Akron, Ohio 44308-1308 · 330.643.2510 · fax: 330.643.2507 · www.co.summit.oh.us

ELECTRONIC FORM ON COMPUTER IN HR ON ZEUS

COUNTY OF SUMMIT
 POINT FACTOR SCORING SHEET
 CATEGORY 2

09-479
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CLASSIFICATION: Administrative Hearing Officer

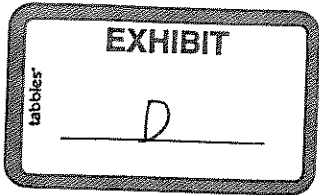
FACTOR	DEGREE	POINTS
1. Education and Experience	A. Education	4 155
	B. Experience	3 32
2. Degree of Supervision Exercised	1	15
3. Personal Contacts	5	100
4. Responsibility for Assets/Consequence of Error	3	100
5. Responsibility for Policy Development, Enforcement, Implementation, Interpretation	3	70
6. Work Structure/Independence	2	44
7. Responsibility for Safety of Others	1	7
8. Mental Demands	4	50
9. Responsibility for Records/Reports	3	50
TOTAL POINTS		650

PAY GRADE ASSIGNMENT C2-6

DATE 11-12-09

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

CONFIDENTIAL



COUNTY OF SUMMIT
CLASSIFICATION/COMPENSATION PLAN-2009

09-479
11.09

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29600 INFORMATION SYSTEMS GROUP - EXECUTIVE ONLY

2	7	29601	Telecommunications Coordinator – EX (99-790, 12- 21-99)
3	5	29604	WEB Systems Analyst - EX
3	4	29606	Telecommunications Assistant Manager - EX (99-749, 12-13-99)
3	5	29607	Telecommunications Manager
3	7	29608	Information Systems (IS) Development Manager

29700 CHILD SUPPORT SERVICES GROUP

2	4	29701	Outreach Coordinator – CSEA (01-266, 5-8-01)
2	4	29702	Child Support Assistant Supervisor
2	5	29703	Child Support Supervisor
2	6	29704	Compliance Officer
2	6	29705	Administrative Hearing Officer
3	5	29706	Child Support Administrator
2	5	29730	Service Contract Coordinator –CSEA (6-26-06)
2	4	29740	Child Support Trainer/Procedure Writer (02-278, 05-13-02)

31000 HIGHWAY MAINTENANCE REPAIR GROUP

2	7	31003	Ditch Maintenance Supervisor
2	6	31015	Bridge Maintenance Supervisor
2	7	31025	Highway Maintenance Supervisor