



City of Cleveland Memorandum
Justin M. Bibb, Mayor

TO: Civil Service Commission
FROM: Rachon Long, Director of Civil Service
DATE: October 24, 2024
RE: Deputy Commissioner & Assistant Commissioner

As part of our Job Classification and Pay Band Ordinance clean-up, we are creating “general” Deputy Commissioner and Assistant Commissioner Classifications.

Below captures affected employees in specific Deputy Commissioner classifications. These employees will be reclassified to Deputy Commissioner. There is no impact to seniority or rate of pay.

Name	Class	Hire Date	Division
Nazario,Alfonso	Deputy Comm Of Accounts	04/10/2017	Accounts
Decker,Steven	Deputy Comm of Purch & Suppl	12/20/2021	Purchases & Supplies
Fox-Gift,Jessica	Deputy Comm Of Rec Fiscal Ctrl	08/09/2021	Recreation
Lopez,Ryan	Deputy Comm Of WPC	07/22/2021	Water Pollution Control
Arab,Faranak	Deputy Commissioner of ITS	04/07/2003	Information Technology & Services
Stanley,John	Deputy Commissioner of ITS	02/10/2020	Information Technology & Services

The below pay band titles will be removed, and there will be one Deputy Commissioner title.

- Deputy Commissioner of Recreation-Fiscal Control
- Deputy Commissioner of Purchases and Supplies
- Deputy Commissioner of Accounts
- Deputy Commissioner of Air Pollution Control
- Deputy Commissioner of Convention Center
- Deputy Commissioner of Emergency Medical Service
- Deputy Commissioner of Information Technology
- Deputy Commissioner of Maintenance
- Deputy Commissioner of Parks, Maint. & Properties
- Deputy Commissioner of Water
- Deputy Commissioner of Water Pollution Control
- Deputy Commissioner of Water
- Deputy Commissioner of Water Pollution Control

The revised classification and minimum requirements for Deputy Commissioner is:

Deputy Commissioner

Description:

Assists the Commissioner in managing and overseeing divisional and/or departmental operations. Manages and supervises staff and resources needed to support divisional/departmental mission and or objectives. Participates in planning, analyzing data, forecasting, management, budget preparation and/or day-to-day activities of a division and/or department. Represents the Commissioner, division and/or department in meetings, events and other activities. Coordinate and collaborate with other divisions, departments, agencies, external partners, and stakeholders to achieve goals. Accountable for ensuring program initiatives and/or objectives are being met. Facilitate open lines of communication to promote transparency and accountability. Performs related duties as required.

Minimum Requirements:

High School Diploma or GED required. Bachelor's Degree in related field required. (Substitution: Two years of experience may be substituted for each year of college education lacking, unless otherwise stated.) Excellent written and verbal communication skills. Effective communicator, with demonstrated leadership and management skills. Knowledgeable and/or experience with related software, and or other systems. Ability to effectively manage time, develop and execute strategic planning, work independently, and work varied hours. Valid Ohio Driver's License required. Must possess strong analytical and problem solving skills.

Division of Accounts:

Three years of progressively responsible professional accounting experience, including one year of supervisory experience required.

Information Technology (IT):

Five years full-time paid relevant, high-level management experience with an emphasis on computer technology management required. Must be able to lift and carry thirty (30) pounds. Network Professional Certification is preferred.

Water Pollution Control (WPC):

High School Diploma or GED required. A Bachelor's Degree in Civil Engineering, Mechanical Engineering, Business/Public Administration, or related field from an accredited four year college or university required. (Substitution: Five years of full-time paid progressively responsible administrative experience in a public utility required).

Below captures affected employees in specific Assistant Commissioner classifications. These employees will be reclassified to Assistant Commissioner. There is no impact to seniority or rate of pay.

Name	Class	Hire Date	Division
Talton, Larhonda	Asst. Comm Of Assess	12/11/2000	Assessments & Licenses
Jackson, Bernie	Asst. Comm of CPP	05/17/1993	CPP
McBooth, Aliea	Asst. Comm of CPP	09/02/2009	CPP
Kushner, Thomas	Asst. Comm of MVM	02/20/2001	MVM
Loomis, Scott	Asst. Comm of Printing & Repro.	01/22/1990	Printing & Repro

The below pay band titles will be removed, and there will be one Assistant Commissioner title.

- Assistant Commissioner of Assessments & Licenses
- Assistant Commissioner of Division of Printing & Reproduction
- Assistant Commissioner of Division of Special Events & Marketing
- Assistant Commissioner of CPPP
- Assistant Commissioner of Construction Permitting
- Assistant Commissioner of Motor Vehicles Maintenance
- Assistant Commissioner of Real Estate
- Assistant commissioner of Streets
- Assistant Commissioner of Water Pollution Control
- Assistant Commissioner of Water

The revised classification and minimum requirements for Assistant Commissioner is:

Assistant Commissioner

Assists the Commissioner by providing management support and implementing policies and programs. Facilitates communication and employee engagement. Monitors and analyze data to inform decision-making. Provide leadership and direction on special projects and/or initiatives.

TYPICAL TASKS: Manages and supervises staff and resources; make staff assignments, assist with management of budgets. Responsible for maintaining records, preparing reports and presentations, issuance of permits or other legal documents, as required by the specific division and/or department.

Minimum Requirements:

High School Diploma or GED required. Bachelor's Degree in related field preferred; unless otherwise stated. Excellent written and verbal communication skills. Effective at problem-solving and the ability to manage conflict. Demonstrated management and supervisory experience. Knowledgeable and/or experience with related software, and or other systems. Ability to effectively manage time, develop and execute strategic planning, work independently, and work varied hours. Valid Ohio Driver's License required. Must possess strong analytical and problem solving skills.

Assessments and Licenses

Certifications preferred: certified public accountant, certified financial government manager. Five years of full-time paid experience required in license regulation (interpreting, issuing, inspection, or enforcement work), OR billing and collections work including medical billing with exposure to high volume invoice billing, OR tax administration or audit work, OR administration work with accounting knowledge.

Construction & Permitting

Three (3) years of Code Enforcement or Construction Permitting experience, two (2) years of which must have been in supervisory or management capacity, required. Must possess basic knowledge of personal computers and Microsoft Office. Must be state certified as a Plan Examiner.

MVM

Five years of full-time paid supervisory experience in a transportation maintenance/repair facility with two or more of those years working with safety practices/standards associated with operation, maintenance, and/or repair of vehicles (including safety vehicles) and equipment of up to and over 20,000 lbs. gross vehicle weight required.

Printing & Reproduction

Associate's Degree in Printing/Graphics Production, Printing Technology, Electronic Publishing, Graphic Arts, or a related field from an accredited college or university required. Seven years of progressively responsible printing/graphic arts experience required with a minimum of five years supervisory experience in a printing/graphic arts work environment. (Substitution: Two years of related full-time experience may substitute for each year of college education lacking.) Experience supervising a union environment is preferred. Working knowledge of shop equipment, and processes.

Streets

Five years of full-time paid experience in street maintenance work and three years of full-time paid supervisory or administrative experience in public maintenance and street repair services required.