

Executive Summary
Ord. No. 94-2022

The Department of Human Resources is seeking approval to amend various sections of the City-wide Payband Ordinance.

Amend various Sections to increase maximum rates for the Law Department.

Section	Number	Classification	Minimum	Maximum
		<u>CIVIL BRANCH</u>		
6	1	Assistant Director of Law I	31,200.00	89,030.61 106,836.73
6	2	Assistant Director of Law I(s)	31,200.00	98,909.62 118,691.54
6	3	Assistant Director of Law II	31,500.00	105,625.89 126,751.07
6	4	Assistant Director of Law II(s)	31,500.00	117,574.68 141,089.62
6	5	Chief Assistant Director of Law	31,500.00	136,692.31 164,030.77
6	6	Chief Corporate Counsel	36,750.00	150,470.11 180,564.13
6	7	Chief Counsel	36,750.00	150,470.11 180,564.13
6	8	Chief Trial Counsel	36,750.00	150,470.11 180,564.13
6	9	Deputy Law Director	36,750.00	150,470.11 180,564.13
		<u>CRIMINAL BRANCH</u>		
6	1	Chief Assistant Prosecutor	36,750.00	150,470.11 180,564.13
6	2	First Assistant Prosecutor	31,500.00	136,692.31 164,030.77
6	3	Deputy Assistant Prosecutor	31,500.00	105,625.89 126,751.07
6	4	Assistant Prosecutor	31,500.00	105,625.89 126,751.07
8	31	Claims Examiner	15.00	27.05 32.46
8	140	Principal Clerk	17.27	23.32 27.98
8	182	Senior Clerk	15.61	19.23 31.78
30	10	Docket Clerk	31,200.00	42,143.25 50,571.90
45	2	Law Clerk	15.00	15.35 18.42

Amend Section 8 to increase the maximum rates for the Chemist and Senior Chemist to include Proficiency premiums.

Section	Number	Classification	Minimum	Maximum
8	28	Chemist	21.44	31.15 35.15
8	181	Senior Chemist	20.44	27.05 31.05

Amend Section 16 to strike “Airport Maintenance Worker” and to create the two new titles of “Airport Building Maintenance Worker” and “Airport Field Maintenance Worker” with both having the same minimum and maximum rates as Airport Maintenance Worker”. See attached job descriptions.

Section	Number	Classification	Minimum	Maximum
16	1	Airport Maintenance Worker	21.50	21.93
16	1	Airport Building Maintenance Worker	21.50	21.93
16	2	Airport Field Maintenance Worker	21.50	21.93

Amend the Minimum salaries for these positions from an hourly rate to an annual rate.

Section	Number	Classification	Minimum	Maximum
32	24	Print Services Technical Specialist	15.00 31,200.00	64,301.67
33	4	Assistant Water Plant Manager	15.00 31,200.00	79,906.67
33	5	Assistant Water Plant Manager - Parma	15.00 31,200.00	79,906.67

Amend Section 37 to update the job classification from Convention Manger to Public Auditorium Sales Manager.

Section	Number	Classification	Minimum	Maximum
37	20	Convention Manager		
37	36	Public Auditorium Sales Manager		

Amend Section 38 to create a new job classification within the Division of Emergency Medical Services. See attached job description.

Section	Number	Classification	Minimum	Maximum
38	33a	Deputy Commissioner of Emergency Medical Services.	31,200.00	92,000.00

Amend the abbreviations from “&” to “and” and from “G.C.” to “Golf Course”.

Section	Number	Classification	Minimum	Maximum
38	38	Deputy Commissioner of Parks & and Urban		

		Forestry/ G.C. Golf Course and Cemeteries		
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Amend Section 39 to establish a pay band for the Behavioral Health Counselor in the Department of Public Health. This is anew position in the Department of Health, that will fill additional Mental Health and Substance Abuse programing needs within the Department. See attached job description.

Section	Number	Classification	Minimum	Maximum
39	5a	Behavioral Health Counselor	31,200.00	75,000.00

Amend Section 39 to strike the word Minority from the job classification.

Section	Number	Classification	Minimum	Maximum
39	5b	Minority Business Development Administrator		

The job title is being removed from the title of Section 44. Additionally, the language for the single job classification in this section is being replaced with standard Payband language.

Section	Number	Classification	Minimum	Maximum
44	1	<p>Section 44. Manager, Data Processing Center</p> <p>That the appointing authority shall fix the salary of the Manager, Data Processing Center, at not less than \$54,080.00 per annum and not more than \$106,120.74 per annum.</p> <p>That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:</p>		

Amend Section 45 to increase the Maximum salary for Student Trainee Water Distribution Workers from \$11.94 to \$13.00, to be consistent with other Student Trainees salaries.

Section	Number	Classification	Minimum	Maximum
45	8	Student Trainee Water Distribution Worker	10.00	11.94 13.00

Amend Section 56 to increase the Maximum salary for the Investigative Research Specialist from \$52,000 to \$70,000.

Section	Number	Classification	Minimum	Maximum
56	8	Investigative Research Specialist	38,000.00	52,000.00 70,000.00

DEPARTMENT OF PORT CONTROL

Position:	Airport Building Maintenance Worker	Union:	Local 507
Department:	Port Control	Work Location:	Cleveland Hopkins International Airport
Salary Range:	\$21.50	Week/Shift:	Shift
Civil Service Classification: <i>Airport Maintenance Worker - Building</i>		FLSA Designation:	

Duties of the Position:

Under direct supervision, performs maintenance and repair work requiring mechanical ability and familiarity with maintenance activities at a large facility. Areas of responsibility include but are not limited to people movers, HVAC, plumbing, equipment repair, carpentry and snow removal at Cleveland Hopkins International and Burke Lakefront Airports to ensure the safety, security, and proper upkeep of airport facilities.

Minimum Requirements:

- A High School Diploma from an accredited high school program or GED is required.
- A two year accredited technical degree is required (Substitutions for degree: completion of a two year accredited technical apprenticeship program; completion of a vocational school HVAC/R, plumbing program or commercial maintenance training program; a current State of Ohio Stationary Engineer's License; the equivalent of two years full time paid employment working commercial or industrial maintenance).
- Must be familiar with the operation and mechanism of building appurtenances, hand held power tools, and larger power equipment and vehicles used in facilities maintenance work.
- A valid Commercial Driver's License (CDL) Type B with Air Brake Endorsement.
- Must have and maintain an acceptable driving record.
- NIMS and ICS certifications for General Employee tier and any assigned working groups must be completed within six months of employment and complete additional or refresher trainings as required.
- Must have a demonstrated ability to work in a diverse and inclusive environment that fosters non-discrimination.
- Must be able to crouch, kneel, reach, stoop, bend, climb and descend ladders, as well as enter confined spaces and below grade vaults.
- Must have good verbal communication, average writing, and basic computer skills.
- Must be willing to work any permanently assigned shift in a three shift 24/7 schedule, with weekdays off as assigned.
- Must successfully complete a Transportation Security Administration (TSA) 10 year fingerprint-based Criminal History Records Check and employment background check and Security Threat Assessment.
- Must be able to pass a pre-employment physical and drug test.
- Must be able to lift, carry, push and pull fifty (50) pounds.

Responsibilities:

- Repairs and maintains machinery such as motors, pumps, belts, fans, boilers, chillers, water heaters, revolving and sliding doors, escalators, elevators, and speed walks.
- Repairs and maintain mechanical equipment, including heating and air conditioning. This includes overseeing the operation of heating and hot water boilers, make-up units and booster pumps. Diagnoses problems. Disassembles units, cleans, lubricates, repairs, and replaces parts, filter changes.
- Performs routine and assists with difficult carpentry duties, including installation of new doors and installation or repairs of doorjambs, moldings, hinges, door closers, locks, knobs, shelving and counter installation, ceiling tile/grid repair and installation, installing and repairing partitions, building forms for concrete jobs, etc.
- Performs routine and assists with difficult plumbing duties, inspecting, installing, repairing and replacing pipes, fittings and plumbing fixtures, maintaining sanitary and storm sewers, boilers, heat lines lift stations and cooling towers, unclogging sinks and toilets, repair of faucet, assemblies and replacement of washers, repairs or replacement pipes, install and repair of fountains, etc.
- Conducts general maintenance activities, such as moving and assembling equipment, furniture, etc. and assisting with special event preparations.
- Follows blueprints, sketches, or schematics to assemble, build, repair, rebuild, modify, or install materials and equipment as required by the scope of work, using hand and power tools common to the building trades.
- Escorts contractors onto airport properties for construction and maintenance activities.
- Maintain a safe work area comply with safety procedures and equipment operating rules keeping the work area in a clean and orderly condition.
- Promotes and ensures compliance with occupational health and safety management policies, procedures, and programs to minimize employee accidents and to promote a safe work environment.
- Performs other related duties as required.

We are committed to creating a diverse and inclusive environment that recruits, employs, develops, compensates and promotes based on qualifications and is proud to be an equal opportunity employer. DPC understands and appreciates that our differences in gender/gender identity, race, ethnicity, religion, national origin, age, marital status, sexual orientation, physical or cognitive ability, and military/veteran status, among others, provide us with a competitive advantage to best serve our employees, stakeholders and communities.

DEPARTMENT OF PORT CONTROL

Position:	Airport Field Maintenance Worker	Union:	Local 507
Department:	Port Control	Work Location:	Cleveland Hopkins International Airport
Salary Range:	\$21.50	Week/Shift:	Shift
Civil Service Classification: <i>Airport Maintenance Worker - Field</i>		FLSA Designation:	

Duties of the Position:

Under direct supervision, is responsible for the operation of equipment on an active airfield ranging from hand held to heavy-duty equipment to maintain the safety, security, all regulatory requirements including Title 14, Code of Federal Regulations, Part 139 and proper preservation of the airfield and airport properties at Cleveland Hopkins International and/or Burke Lakefront Airports.

Minimum Requirements:

- A High School Diploma from an accredited high school program or GED is required.
- The equivalent of one year of full time paid experience in the operation of heavy-duty equipment and construction related equipment and other vehicles is required.
- A valid Commercial Driver's License (CDL) Type B with Air Brake Endorsement.
- NIMS and ICS certifications for General Employee tier and any assigned working groups must be completed within six months of employment and complete additional or refresher trainings as required.
- Ability to effectively multi-task, prioritize and meet deadlines.
- Must have a demonstrated ability to work in a diverse and inclusive environment that fosters non-discrimination.
- Must have basic writing, communication, and computer skills.
- Must be able to work non-standard work weeks/shifts including holidays within a 24-hour operation in all weather conditions and work overtime during snow removal operations.
- Must have and maintain an acceptable driving record.
- Must be able to read and follow directions effectively.
- Must be able to work with various chemicals.
- Must be able to crouch, kneel, reach, stoop, bend, etc.
- Must be able to sit in a vehicle for long periods.
- Must be able to work in inclement weather. Approximately ninety-five percent (95%) of the work performed will be outside and five percent (5%) will be within the facilities.
- Must successfully complete all applicable regulatory airfield Ground Vehicle Operator and Winter Operations training/assessments, within probationary period, and maintain corresponding airfield driving privileges throughout employment.
- Must be able to work in an environment where he/she is exposed to exhaust fumes, grass and dust pollutants.
- Must successfully complete a Transportation Security Administration (TSA) 10 year

fingerprint-based Criminal History Records Check and employment background check and Security Threat Assessment.

- Must be able to pass a pre-employment physical and drug test.
- Must be able to lift, carry, push and pull ninety (90) pounds.

Preferred Qualifications:

- A valid State of Ohio Class “A” CDL is preferred.

Responsibilities:

- Completes all airfield required repair, maintenance, and related duties to ensure compliance with Title 14 CFR, Part 139 certification standards.
- Operates snow removal equipment used for clearing and chemically treating runways, taxiways and other paved surfaces.
- Conducts pre-trip inspections on assigned vehicles, addresses issues such as fuel and fluid levels, tire pressure, etc. and requests vehicle service if necessary.
- Repairs, replaces, and installs fencing on the Airport’s grounds.
- Responsible for excavating, repairing, replacing and installing concrete and asphalt on the Airports’ grounds.
- Conducts general maintenance activities, such as Foreign Object Debris (FOD) collection and disposal, trash collection, moving equipment, furniture, etc. and assisting in special event preparations.
- Conducts landscaping activities such as grass cutting, trimming, vegetation overgrowth removal and mitigation, addresses ponding or grading issues, etc. to address airport discrepancy reports (ADRs) and to keep the Airports’ grounds free and clear of debris and safety hazards.
- Escorts contractors onto airport properties for construction and maintenance activities.
- Promotes and ensures compliance with occupational health and safety management policies, procedures, and programs to minimize employee accidents and to promote a safe work environment.
- Performs other related duties as required.

We are committed to creating a diverse and inclusive environment that recruits, employs, develops, compensates and promotes based on qualifications and is proud to be an equal opportunity employer. DPC understands and appreciates that our differences in gender/gender identity, race, ethnicity, religion, national origin, age, marital status, sexual orientation, physical or cognitive ability, and military/veteran status, among others, provide us with a competitive advantage to best serve our employees, stakeholders and communities.

Deputy Commissioner of Emergency Medical Services

Duties:

Under the direction and authority of the Commissioner of EMS, works collaboratively with, and directs the Commanders assigned to the Executive Staff and the Clinical Quality Care Manager to maintain the mission and vision of the Division. Provides direct oversight to the following: The operational aspects of the Division; Captains of Field Operations; Field paramedics and EMTs; EMDs; the case preparation officer, the safety officer; Communication's performance improvement and training office; the logistics office, and the scheduling office.

Is responsible for the following: Employee performance management for all within the scope of command and Division-wide; Maintenance, repair, and all aspects of Division facilities. Acts as Division point of contact for Code Red. Represents/acts as liaison for the Division of EMS with other City Departments and Divisions as assigned.

Attends staff meetings as directed. In the absence of the Commissioner, assumes the duties and responsibilities of the Commissioner. Performs other duties as assigned by the Commissioner.

Minimum Qualifications:

A High School Diploma or GED is required. Must be in the classification as a Regular Appointee to the EMT Supervisor classification in the City of Cleveland for at least one year. Must be a certified EMT and must have three years prior experience as a City of Cleveland functioning Paramedic. A valid State of Ohio Driver's License is required.

Must have strong leadership skills and the ability to effectively communicate opposing viewpoints in discussions with Executive Staff as well as other Division representatives. Must have strong conflict management skills. Must have strong knowledge of Divisional policies, rules, regulations, General Orders, Notices, and Protocols. Must have excellent verbal and written communication skills as well as organizational skills

BEHAVIORAL HEALTH COUNSELOR

Duties:

In the outpatient unit of the Office of Mental Health and Substance Abuse, serves a diverse client population to provide: screening; client intake; bio-psycho-social, alcohol, other drug, and mental health assessments; counseling; case management; referral; and crisis intervention services.

Diagnoses client needs utilizing the American Society of Addiction Medicine (ASAM) level of care to make appropriate treatment recommendations and identify services necessary to promote client recovery. Coordinates the appropriate transfer of care for treatments needed outside the program's level of care offered.

Maintains client confidentiality and adheres to HIPAA privacy rules as outlined by the State of Ohio. Conducts urinalysis as directed. Documents client progress within 24 hours of delivered service ensuring that all diagnostic information is included in the treatment plan.

Provides non-intensive as well as intensive outpatient alcohol and other drug services and outpatient mental health services with the goal of symptom improvement and client recovery. Provides appropriate documentation and data entry for public insurance, other 3rd party billing, and/or self-pay.

Provides education and self-management skills that enable clients' participation in their own treatment and recovery. Develops relapse prevention plans as needed. Helps clients maintain stable functioning.

Develops individualized treatment plans within required timelines and conducts continuing care reviews as needed throughout the duration of treatment. Provides family education groups as needed. Documents client attendance in individual and group sessions.

Provides case management assessment and develops case management plans to support client functioning by helping with public benefits, vocational rehabilitation, housing, and other basic needs and social supports. Monitors and coordinates the delivery of health services for clients including linkage and referral to other treatment providers as needed not only within the primary care setting but, with the client's permission, outside it as well. Performs other job-related duties as required.

Minimum Qualifications:

A Master's Degree in Counseling, Social Work, or Nursing is required. Three years of experience providing substance abuse and mental Health services is required. Ohio licensure of equivalent certification in counseling social work, and chemical dependency (e.g. LICDC, LPC, LPCC, LISW, LMFT) with demonstrated scope of practice providing chemical dependency and mental health service is required. (Ohio licenses must be maintained by licensing/credentialing bodies during the course of employment.) A valid State of Ohio Driver's License is required. Must be computer literate, including Microsoft Office and the agency's electronic health record.

