

ORDINANCE NO. 2008-481

LATE FILING

SPONSOR Mr. Pry

DATE December 1, 2008

COMMITTEE Personnel

An Ordinance adopting the classification, classification specification and salary schedule for the exempt unclassified position of Chief of Staff-Executive #89001; and amending Section 169.03 of the Codified Ordinances, entitled Ethics In Public Employment, to include this position under the duties and prohibitions of that code section, for the Executive, and declaring an emergency.

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

WHEREAS, the County Executive requests that the classification, classification specification and salary schedule for the exempt unclassified position of Chief of Staff-Executive #89001 be approved by this Council; and

WHEREAS, this Council has determined by reviewing all pertinent information that adopting the classification, classification specification and salary scheduled for the exempt unclassified position of Chief of Staff-Executive #89001, is necessary and in the best interest of the County of Summit;

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

SECTION 1

The following classification is approved, designated as exempt unclassified and assigned the following salary schedule and pay code:

CHIEF OF STAFF-EXECUTIVE #89001

<u>Table Code</u>	<u>Pay Grade</u>		<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
CE	6	Annual	\$71,656.00	\$107,494.40	\$143,312.00
		Bi-Weekly	\$2,756.00	\$4,134.40	\$5,512.00
		Hourly	\$34.45	\$51.68	\$68.90

SECTION 2

The classification specification for the aforementioned classification, which is attached hereto as Exhibit A and incorporated herein as if fully restated, is hereby approved.

SECTION 3

Section 169.03 of the Codified Ordinances of the County of Summit, entitled "Ethics of Public Employment," is hereby amended as follows:

“169.03 ETHICS IN PUBLIC EMPLOYMENT

(b)(2) Duty to File Disclosure Statement with Human Resource Commission. The following employees shall file an annual financial disclosure statement with the Human Resource Commission on a form prescribed by the Commission:

Chief of Staff, Executive

(c) Prohibition of Outside Employment for Certain Officials/Employees.

...

(3) “Designated County official or employee,” as used in this section shall refer to the following positions with the County:

(A)(i) Chief of Staff, Executive

(A)(ii) Director, Department of Law

SECTION 4

This Ordinance is hereby declared an emergency in the interest of the health, safety and welfare of the citizens of the County of Summit, and for the further purpose of immediately approving the classification, classification specification and salary scheduled for the exempt unclassified position of Chief of Staff-Executive #89001.

SECTION 5

Provided this Ordinance receives the affirmative vote of eight 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

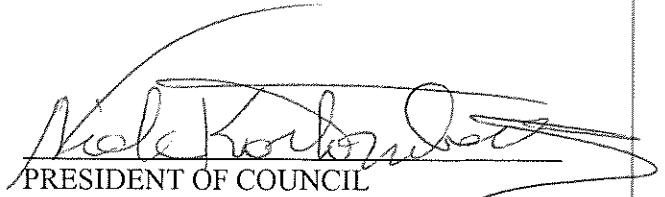
It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open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

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INTRODUCED November 17, 2008

ADOPTED December 1, 2008


CLERK OF COUNCIL


PRESIDENT OF COUNCIL

APPROVED December 1, 2008


EXECUTIVE

ENACTED EFFECTIVE December 1, 2008

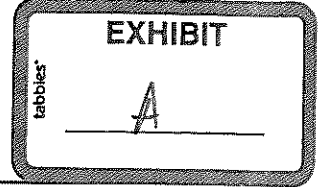
Voice Vote: 10-0 YES: Congrove, Crawford, Crossland, Heydorn
Kostandaras, Poda, Prentice, Schmidt, Shapiro, Smith
ABSENT: Comunale



08 481

COUNTY OF SUMMIT, OHIO
CLASSIFICATION SPECIFICATIONS

An Equal Opportunity Employer



FILE COPY

TITLE: CHIEF OF STAFF - UNCLASSIFIED

CODE: 89001

Pay Table: CE

Minimum Hourly Rate: \$71,656.00

Pay Grade: 6

Midpoint Hourly Rate: \$107,494.10

EEO Category:

Maximum Hourly Rate: \$143,312.00

EEO Function:

Date Adopted:

FLSA Status: Exempt

Date(s) Revised:

Officeholder(s) using this spec: EXE

JOB RESPONSIBILITIES:

Under administrative direction from the County Executive; formulates, executes, and enforces policy directives and orders of the County Executive; provides administrative and management services in support of the officeholder; required to function in the absence of the County Executive. **Performs other related duties as required.**

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Bachelors degree in public administration, or finance, or other related discipline with five (5) years of proven responsible managerial and administrative experience in an organization, business, or governmental environment that included responsibility for major financial and operational decisions.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

Percent of Priority Duties
Time

45	1	Exercises initiative and autonomy in directing, planning, coordinating, and supervising the executive staff in the most complex Executive directives and policy, plus those having county government and county-wide scope of concern under the provisions of County Ordinances and Statutory requirements of the elected officeholder; directs and coordinates through directors, administrators and managers the activities involving the functions of the office, and other county political jurisdictions; coordinates the introduction of legislation on behalf of the Executive for County Council approval; attends governmental and public functions representing the elected official; acts on behalf of the Executive during an absence.
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COUNTY OF SUMMIT, OHIO
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- 30 2 Represents and/or assists the Executive in legislative and budgetary matters before the County Council; secures legislative approval of ordinances and resolutions of vital concern not only the Executive's functions, but also those of the elected officeholders, affiliated agencies and political jurisdictions where such actions promote legal requirements, fiscal responsibility, operational and service needs.
- 25 3 Performs liaison duties between the Executive and other officeholders, agencies of the County State, and Federal governments, legislators, national organizations, and public groups; initiates and responds to various correspondences from many diversified sources; speaks before groups in order to promote the activities of the Executive and other governmental bodies of County Government.

KNOWLEDGE, SKILLS AND ABILITIES (* Indicates developed after employment)

COMPREHENSIVE KNOWLEDGE OF: (a) management principles and practices, (b) financial disciplines - accounting, auditing, and budgeting, (c) government structure and process, (d) county government goals, objectives, policies, and procedures, (e) public relations, (f) human relations, (g) legal principles and practices, (h) statistical analysis, (i) labor relations and practices, (j) personnel management.

ABILITIES: (k) understand most difficult classes of concepts, (l) use statistical and mathematical analysis templates, (m) develop complex reports and positions papers, (n) communicate effectively, (o) deal with many variables and determine specific action, (p) handle sensitive inquiries and contacts with officials and the general public, (q) develop a good rapport with citizens and government officials, (r) prepare and deliver speeches before specialized audiences and the general public.