



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, OCTOBER 17, 2023**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**Committee Members:**

**Meredith M. Turner, Chair – District 9**

**Michael J. Gallagher, Vice Chair – District 5**

**Dale Miller – District 2**

**Yvonne M. Conwell – District 7**

**Martin J. Sweeney – District 3**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 3, 2023 MEETING** [See Page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2023-0267: A Resolution confirming the County Executive's appointment of Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 7/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 10]
  - b) R2023-0283: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 14]

- c) R2023-0289: A Resolution making an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3670 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 101]

## **6. MISCELLANEOUS BUSINESS**

## **7. ADJOURNMENT**

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



## **MINUTES**

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, OCTOBER 3, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM**

**1. CALL TO ORDER**

**Chairwoman Turner called the meeting to order at 10:09 a.m.**

**2. ROLL CALL**

**Ms. Turner asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Turner, Gallagher, Miller, Conwell and Sweeney were in attendance and a quorum was determined.**

**3. PUBLIC COMMENT**

**There were no public comments given.**

**4. APPROVAL OF MINUTES FROM THE SEPTEMBER 19, 2023 MEETING**

**A motion was made by Mr. Gallagher, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the September 19, 2023 meeting.**

**5. MATTERS REFERRED TO COMMITTEE**

- a) R2023-0263: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027, and declaring the necessity that this Resolution become immediately effective.

Appointments:

- 1) Michelle Curry
- 2) Rebekah Dorman, PhD
- 3) Molly Wimbiscus, MD

**Ms. Zoe Toscos, Special Projects Manager for the County Executive's Office introduced a proposed substitute to Resolution No. R2023-0263, to remove the appointments of Ms. Michelle Curry and Ms. Molly Wimbiscus, MD, who were unable to attend the committee meeting. Discussion ensued.**

**A motion was then made by Mr. Sweeney, seconded by Ms. Turner and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0263. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Rebekah Dorman, Ph.D. addressed the Committee regarding her nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Mr. Scott Osiecki, Chief Executive Officer for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County also addressed the committee members regarding Dr. Dorman's appointment. Discussion ensued.**

**Committee members asked questions of Dr. Dorman pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Gallagher, Resolution No. R2023-0263 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

**Ms. Conwell, Mr. Miller, Mr. Sweeney, Mr. Gallagher and Ms. Turner requested to have their names added as co-sponsors to Resolution No. R2023-0263.**

- b) R2023-0264: A Resolution confirming the County Executive's reappointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/14/2023 – 10/13/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0264.  
Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Valerie Katz addressed the Committee regarding her nomination to serve on the Cuyahoga County Natural Resources Assistance Council. Ms. Alison Ball, Planning Initiatives Specialist for the Cuyahoga County Planning Commission also addressed the committee members regarding Ms. Katz's reappointment.  
Discussion ensued.**

**Committee members asked questions of Ms. Katz pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2023-0264 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

**Mr. Miller requested to have his name added as a co-sponsor to Resolution No. R2023-0264.**

- c) R2023-0265: A Resolution confirming the County Executive's appointment of Adrian Maldonado to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 7/31/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos introduced a proposed substitute to Resolution No. R2023-0265.  
Discussion ensued.**

**A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0265.  
Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Adrian Maldonado addressed the Committee regarding his nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.**

**Committee members asked questions of Mr. Maldonado pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**On a motion by Mr. Sweeney with a second by Mr. Gallagher, Resolution No. R2023-0265 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

**Mr. Sweeney requested to have his name added as a co-sponsor to Resolution No. R2023-0265.**

- d) R2023-0266: A Resolution confirming the County Executive's appointment of Michael Schoop to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 7/31/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos introduced a proposed substitute to Resolution No. R2023-0266. Discussion ensued.**

**A motion was then made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0266. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Michael Schoop addressed the Committee regarding his nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.**

**Committee members asked questions of Mr. Schoop pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2023-0266 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

- e) R2023-0268: A Resolution confirming the County Executive's appointment of Airica Steed to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 7/31/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos introduced a proposed substitute to Resolution No. R2023-0268.  
Discussion ensued.**

**A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0268.  
Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Dr. Airica Steed addressed the Committee regarding her nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.**

**Committee members asked questions of Dr. Steed pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2023-0268 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

**Ms. Conwell requested to have her name added as a co-sponsor to Resolution No. R2023-0268.**

- f) R2023-0269: A Resolution confirming the County Executive's appointment of William Seelbach to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 7/31/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos introduced a proposed substitute to Resolution No. R2023-0269.  
Discussion ensued.**

**A motion was then made by Mr. Sweeney, seconded by Mr. Miller and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0269.  
Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Michael Seelbach addressed the Committee regarding his nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board.  
Discussion ensued.**

**Committee members asked questions of Mr. Seelbach pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2023-0269 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

**Mr. Miller requested to have his name added as a co-sponsor to Resolution No. R2023-0269.**

- g) R2023-0270: A Resolution confirming the County Executive's appointment of Stephan Love to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos introduced a proposed substitute to Resolution No. R2023-0270.  
Discussion ensued.**

**A motion was then made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2023-0270.  
Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Stephan Love addressed the Committee regarding his nomination to serve on the Greater Cleveland Regional Transit Authority Board of Trustees. Ms. Annie Pease, Senior Advisor of Transportation for the County Executive's Office; and Ms. India Birdsong Terry, Chief Executive Officer of the Greater Cleveland Regional Transit Authority, also addressed the committee members regarding Mr. Love's appointment to the Greater Cleveland Regional Transit Authority Board of Trustees. Discussion ensued.**



**Committee members asked questions of Mr. Love pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2023-0270 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.**

**Mr. Miller requested to have his name added as a co-sponsor to Resolution No. R2023-0270.**

**6. MISCELLANEOUS BUSINESS**

**Ms. Conwell addressed Ms. Toscos and asked that she provide the committee members with a list of anticipated board appointments that will be presented for consideration at future committee meetings.**

**7. ADJOURNMENT**

**Chairwoman Turner adjourned the meeting at 11:50 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0267

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term ending 7/31/2026; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, the City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise Code Chapter 6301; and

**WHEREAS**, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

**WHEREAS**, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

**WHEREAS**, County Executive Chris Ronayne has nominated Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term ending 7/31/2026; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term ending 7/31/2026.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the 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.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

March 24, 2023

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear Council President Jones,

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to nominate the following individual for reappointment:

- **Kim Shelnick**, 3-year term ending 7/31/2026

Supporting documentation, including biographical information about the nominee are attached for your review.

There are five additional candidates on file that have applied for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive



**KIM SHELNICK**  
**Vice President, Human Resources, University Hospitals**

**Bio**

Kim Shelnick is the Vice President, Human Resources for University Hospitals (UH) since January, 2007 and leads Talent Acquisition, Office of Physician Services and Workforce Planning and Development.

UH provides patient-centered care at over 50 locations across Northeast Ohio. It is the second largest private sector employer in the Northeast region with more than 28,000 employees and physicians. University Hospitals' footprint includes our 8-county region, with hospitals in Ashtabula, Cuyahoga, Geauga, Lorain, and Portage counties, and doctors' offices and outpatient clinics in all the targeted eight counties.

Prior to working for University Hospitals, Kim had the opportunity to be in Recruitment Leadership roles at Progressive Insurance for 9 years and was employed within Human Resources at Key Bank for 10 years. She is a member of the Cleveland/Cuyahoga County Workforce Development Board as well as the Strategic Functions sub-committee. Also, Kim is a representative on the Workforce board of NewBridge.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0283

Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

**WHEREAS**, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, on September 13, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) and recommended to County Council the formal adoption and implementation of the attached changes; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Driver's License Project: The PRC is committed to supporting the County's efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's non-bargaining classified jobs in an effort to increase accessibility to those

jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.

Proposed Revised Classifications:

Exhibit A: Class Title: *Accountant 1*  
Class Number: 11061  
Pay Grade: 16A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.

Exhibit B: Class Title: *Accountant 2*  
Class Number: 11062  
Pay Grade: 8A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirement section was added. No change to PG or FLSA status.

Exhibit C: Class Title: *Board of Control Coordinator*  
Class Number: 10101  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirement section was added. No change to PG or FLSA status.

Exhibit D: Class Title: *Business Intelligence Analyst*  
Class Number: 16421  
Pay Grade: 9B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential job functions, language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Case Manager*  
Class Number: 10021  
Pay Grade: 4A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology section was added. No change to PG or FLSA status.

- Exhibit F: Class Title: *Medical Secretary*  
Class Number: 10011  
Pay Grade: 4A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements and language and formatting. A technology requirement was added. No change to PG or FLSA status.
- Exhibit G: Class Title: *Physical Structure Security Specialist*  
Class Number: 15021  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential job functions, physical ability, environmental ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit H: Class Title: *Residential/Agricultural Appraisal Coordinator*  
Class Number: 20011  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Senior Business Intelligence Analyst*  
Class Number: 16422  
Pay Grade: 13B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, degree requirements, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Senior Supervisor, Nursing*  
Class Number: 17032  
Pay Grade: 13A/Exempt  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language and formatting. A technology section was added. Pay grade increased from 12A to 13A.
- Exhibit K: Class Title: *Supervisor, Case Manager (Supervisor, MEO Administrative)*  
Class Number: 10022  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions,



minimum qualifications, additional requirements, and language and formatting. A technology requirement was added. No change to PG or FLSA status.

Exhibit L: Class Title: *Supervisor, Nursing*  
Class Number: 17031  
Pay Grade: 12A/Exempt  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language and formatting. A technology section was added. Paygrade increased from 11A to 12A.

Proposed Deleted Classifications:

Exhibit M: Class Title: *Assistant Director*  
Class Number: 10271  
Pay Grade: 17A/Exempt  
\* This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.

Exhibit N: Class Title: *Supervisor, Medical Secretary*  
Class Number: 10012  
Pay Grade: 7/Non-Exempt  
\* The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the 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.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_,20\_\_



Deborah Southerington, Chairwoman  
Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

Date: September 21, 2023

To: Cuyahoga County Council President Pernel Jones Jr.  
Council Members, Human Resources, Appointments & Equity  
Committee

From: Deborah Southerington, Chairwoman  
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on September 13, 2023, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them.

The PRC is committed to supporting the County's diversity and inclusion efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team reviewed those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools as it disproportionately affects people of color, and we wanted to ensure the license is truly a legitimate requirement for each of these classifications. As a result of this project, we are recommending removing the drivers license requirement from 30 (25%) of the 119 classifications requiring it.

Details of the recommended changes are below:

<b>DRIVERS LICENSE PROJECT</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
See attached	No Change	See attached

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Accountant 1 11061	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments
Accountant 2 11062	8A Exempt	8A Exempt (No Change)	All Departments
Board of Control Coordinator 10101	13A Exempt	13A Exempt (No Change)	Purchasing
Business Intelligence Analyst 16421	9B Exempt	9B Exempt (No Change)	All Departments
Case Manager 10021	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner
Medical Secretary 10011	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner
Physical Structure Security Specialist 15021	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Residential/Agricultural Appraisal Coordinator 20011	13A Exempt	13A Exempt (No Change)	Fiscal
Senior Business Intelligence Analyst 16422	13B Exempt	13B Exempt (No Change)	All Departments
Senior Supervisor, Nursing 17032	12A Exempt	13A Exempt	Human Services
Supervisor, Case Manager (Supervisor, MEO Administrative) 10022	7A Non-Exempt	7A Non-Exempt (No Change)	Medical Examiner
Supervisor, Nursing 17031	11A Exempt	12A Exempt	Human Services

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Assistant Director 10271	10271	17A Exempt	All Departments
Supervisor, Medical Secretary 10012	10012	7 Non-Exempt	Medical Examiner

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah A. Nemastil, HR Director  
Kelli Neale, Program Officer 4

**Personnel Review Commission DEI Initiative**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
See attached	See attached	See attached	No Change	No Change

<b>Rationale:</b>	The PRC is committed to supporting the County’s efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County’s non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County’s classifications currently require a driver’s license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.
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<b>No. of Classifications:</b>	119 Total 1 To be deleted 88 will keep current drivers license requirement 30 (25%) will be revised to remove drivers license requirement
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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Classification	Department	Language	Keep or Remove	Basis
9-1-1 Coordinator	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to the 22 Dispatch Centers in the County. They must attend and/or provide training on & off site and must attend various meetings held throughout the County.
Administrator, Facilities Maintenance	Public Works	Valid Driver's License and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to all County buildings as they are responsible for all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others.
Administrator, Senior Records Management	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Advocacy Officer	Senior and Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Area Construction Engineer	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between multiple project sites.
Assistant Superintendent, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance	Keep	This position requires the incumbent employee to drive to all County buildings.
Associate Warden	Sheriff's Department	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Behavior Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to foster sites, other shelters, etc. for training courses once a week on average.
Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive so they can inspect single and multi-family residential structures around the County.
Chief Dog Warden	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive out of the office several times a week on cases.
Chief Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Chief Investigator	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Keep	This position requires the incumbent employee to drive to death scenes.
Chief Investigator - Sheriff's Department	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Chief Surveyor	Public Works	A valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive when needed to visit survey site or survey field crews.
Child Health Specialist	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive for training purposes or meetings with contracted providers/external partners.
Classification and Compensation Specialist	Personnel Review Commission	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Clinical Coordinator	Health and Human Services	Valid driver's license and proof of automobile insurance	Keep	This position requires the incumbent employee to drive for training purposes; observing/supporting staff with family sessions or team meetings; required trainings.
Communications Coordinator 2	Information Technology	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Compensation Analyst	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Construction Technician	Public Works	Valid driver's license and proof of automobile insurance is required.	Keep	This position requires the incumbent employee to drive daily from project site to project site.
Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to the homes of consumers who file complaints with the County, travel to a business location that is the subject of a complaint, travel to off site locations for task force meetings, visit remote locations to further the goals of Scam Squad and other Consumer Affairs partnerships.
Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive for outreach. They travel multiple times a week to remote locations with materials (boxes, tent, tablecloth, etc.) . He also does speaking engagements on behalf of the department and is responsible for arranging Scamo games at remote locations.
Contract Analyst	All Departments	Valid driver license, proof of automobile insurance, and access to a vehicle	Keep	This position requires the incumbent employees to drive and monitor contracted community programs.
Contract Analyst	All Departments	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre-bid/pre-proposal meetings and outreach events.
Critical Infrastructure Analyst	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Data Systems Security Coordinator	Information Technology	Valid Ohio driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Deputy Sheriff, Captain	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Early Childhood Mental Health System Coordinator	HHS - Office of Early Childhood/Invest in Children	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings and outreach events.
Early Childhood Mental Health Therapist	Children and Family Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to provide ECMH consultation and therapy to children and families, attending team meetings; school observations and court hearings.
Early Childhood Resource & Training Coordinator	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to outside meetings and outreach events.
Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.

Employment Test Associate	Personnel Review Commission	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Proctor	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Engineer 1	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 2	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 3	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 4	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Environmental Compliance Coordinator	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive between County buildings frequently.
Facilities Energy Coordinator	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive between County buildings.
Forensic Pathologist 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Foster/Adoptive Recruitment Specialist	Children and Family Services	Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to obtain fingerprints and provide pre-service training to prospective foster parents.
Fraud Auditor	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for a briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Homeless Management Information System Administrator	Health and Human Services	Valid driver license, proof of automobile insurance, and a vehicle	Remove	No need to drive to perform essential functions.
Human Resource Generalist	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings to support employees.
Human Resources Business Partner	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings to support employees.
IT Infrastructure Engineer 1	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 2	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 3	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 4	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
IT Infrastructure Engineer 5	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
IT Infrastructure Engineer 6	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
Manager, CECOMS	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Manager, Commercial/Industrial Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Emergency Management	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Manager, Environmental Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily from pump stations or sanitary project sites.
Manager, External Affairs	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily for garage vehicles or to help pick up vehicles.
Manager, Health and Human Services Training	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Keep	This position requires the incumbent employee to drive to and from county buildings for meetings. It also requires driving to area agencies courtrooms, colleges, universities, hospitals, etc.
Manager, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Manager, IT Infrastructure and Operations	Information Technology	Valid driver's license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Manager, Mail Room	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily between mailrooms, Post Offices and drop routes
Manager, Morgue Operations and Investigations	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.

Manager, Multi-Media	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to work sites where video productions are being made.
Manager, Neighborhood Center	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to each of the County's managed facilities.
Manager, Print Production	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Residential/Agricultural Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Witness/Victim Services	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings and events across Cuyahoga County and throughout the State of Ohio.
Medical Examiner Investigator 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Medical Examiner Investigator 2	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Multi-Media Designer	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to offsite events, meetings, productions as well as transport production equipment.
Organizational and Employee Development and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Project Inspector	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive daily from project site to project site
Purchasing Agent	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Analyst	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Section Chief, Engineering	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc.
Senior and Adult Assessment Specialist	Senior & Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to conduct client visits.
Senior Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre-bid/pre-proposal meetings and outreach events.
Senior Development Housing Specialist	Development	Valid driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Senior Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Senior Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Senior Information System Administrator	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior OED and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Senior Project Manager	Public Works	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive between the office, other County facilities, project sites, project meetings, etc.
Senior Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Supervisor, CECOMS Operations	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Senior Supervisor, Sewer Maintenance	Public Works	Valid Ohio driver license, proof of automobile insurance	Keep	This position requires the incumbent employee to drive daily from pump stations or sanitary project sites.
Senior Supervisor, Social Services	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at County buildings, court hearings and family homes.
Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Superintendent, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Superintendent, Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive and inspects single and multi-family residential structures around the County.
Supervisor, Custodial Worker	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Emergency Management	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Supervisor, Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Supervisor, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily for garage vehicles or to help pick up vehicles.
Supervisor, Geriatric Behavioral Health Nurse	Senior & Adult Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive and conduct client visits.
Supervisor, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to death scenes and client homes.



Supervisor, Mail Room	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily between mailrooms, Post Offices and drop routes
Supervisor, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily from project site to project site.
Supervisor, Nursing	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive and conduct client visits.
Supervisor, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to each of the County's managed facilities
Supervisor, Pathology Assistant	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Remove	No need to drive to perform essential functions.
Supervisor, Procurement Audit	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	To be Deleted	N/A
Supervisor, Project Inspection	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Sewer Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Sign Shop	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Social Services	Health and Human Services	Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at County buildings, court hearings and family homes.
Talent Advisor	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Volunteer Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to events, pick up donations, other community outreach
Workers Compensation Coordinator	Human Resources	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workforce Analyst	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Youth Development Program Coordinator	Health and Human Services	Valid driver's license, proof of automobile insurance, and access to a vehicle.	Keep	This position requires the incumbent employee to drive and perform agency visits and attend out-side events.

Classification	Department	Language	Keep or Remove	Basis
9-1-1 Coordinator	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	The person in this position is required to travel to the 22 Dispatch Centers in the County. They must attend and/or provide training on & off site and must attend various meetings held throughout the County.
Administrator, Facilities Maintenance	Public Works	Valid Driver's License and proof of automobile insurance.	Keep	The incumbent must travel to all County buildings as they are responsible for all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others.
Area Construction Engineer	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Incumbents are responsible for oversight of multiple construction and/or maintenance teams and travels between project sites.
Assistant Superintendent, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance	Keep	Among the duties is overseeing the maintenance of and capital improvements to all Public Works Buildings. Must be able to travel between all County buildings.
Associate Warden	Sheriff's Department	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Behavior Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to foster sites, other shelters, etc. for training courses once a week on average.
Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Inspects single and multi-family residential structures around the County.
Chief Dog Warden	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Needs to be in field several times a week on cases.
Chief Investigator	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Keep	Travels to death scenes.
Chief Investigator - Sheriff's Department	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Chief Surveyor	Public Works	A valid driver's license and proof of automobile insurance.	Keep	Driving occurs when needed to visit survey site or survey field crews.
Child Health Specialist	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the employee to be able to drive for training purposes or meetings with contracted providers/external partners.
Clinical Coordinator	Health and Human Services	Valid driver's license and proof of automobile insurance	Keep	Yes, this position requires the employee to be able to drive. Typically driving is required 3-4 times per month for training purposes; observing/supporting staff with family sessions or team meetings; required trainings. The amount of driving can significantly increase when onboarding new staff due to the amount of training and observation needed when teaching the MST model.
Construction Technician	Public Works	Valid driver's license and proof of automobile insurance is required.	Keep	Driving occurs daily from project site to project site.
Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	Investigators may intermittently travel to the homes of consumers who file complaints with us, travel to a business location that is the subject of a complaint, travel to off site locations for task force meetings, visit remote locations to further the goals of Scam Squad and other Consumer Affairs partnerships.
Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	Our specialist's main function is outreach. He travels multiple times a week to remote locations with materials (boxes, tent, tablecloth, etc.) . He also does speaking engagements on behalf of the department and is responsible for arranging Scamo games at remote locations.
Contract Analyst	All Departments	Valid driver license, proof of automobile insurance, and access to a vehicle	Keep	The dept. plans on doing on-site monitoring of programs in the future.
Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre bid/pre-proposal meetings and outreach events.
Critical Infrastructure Analyst	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Deputy Sheriff, Captain	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Early Childhood Mental Health System Coordinator	HHS - Office of Early Childhood/Invest in Children	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travel to meetings and outreach events.
Early Childhood Mental Health Therapist	Children and Family Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the employee to be able to drive to provide ECMH consultation and therapy to children and families, attending team meetings; school observations and court hearings.
Early Childhood Resource & Training Coordinator	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to outside meetings and outreach events.

Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Engineer 1	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 2	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 3	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 4	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Environmental Compliance Coordinator	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to County buildings frequently.
Facilities Energy Coordinator	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must occasionally travel between County buildings.
Forensic Pathologist 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Foster/Adoptive Recruitment Specialist	Children and Family Services	Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires travel to obtain fingerprints and provide pre-service training to prospective foster parents.
Fraud Auditor	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Drives to client visits and trainings.
Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Human Resource Generalist	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	Travels between County buildings to support employees.
Human Resources Business Partner	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	Travels between County buildings to support employees.
IT Infrastructure Engineer 1	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 2	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 3	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 4	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel would cause downtime of critical systems and cost for 3rd party support.
IT Infrastructure Engineer 5	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel would cause downtime of critical systems and cost for 3rd party support.
IT Infrastructure Engineer 6	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel to various County facilities would cause downtime of critical systems and cost for 3rd party support.
Manager, CECOMS	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Manager, Commercial/Industrial Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	Verification of staff work. Attending meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Emergency Management	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Manager, Environmental Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from pump stations or sanitary project sites.
Manager, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily for garage vehicles or to help pick up vehicles.
Manager, Health and Human Services Training	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Keep	The position requires driving to and from county buildings for meetings. It also requires driving to area agencies courtrooms, colleges, universities, hospitals, etc.
Manager, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to client visits and trainings.
Manager, Mail Room	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Yes. Driving occurs daily between mailrooms, Post Offices and drop routes
Manager, Morgue Operations and Investigations	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Manager, Multi-Media	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Needs to travel to work sites where video productions are being made.
Manager, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Needs to drive to each of the County's managed facilities.

Manager, Residential/Agricultural Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	Verification of staff work. Attending meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Witness/Victim Services	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This person is required to attend meetings and events across Cuyahoga County and throughout the State of Ohio.
Medical Examiner Investigator 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Medical Examiner Investigator 2	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Multi-Media Designer	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Incumbent must be able to attend offsite events, meetings, productions as well as transport production equipment.
Project Inspector	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Driving occurs daily from project site to project site
Section Chief, Engineering	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc.
Senior and Adult Assessment Specialist	Senior & Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to conduct client visits.
Senior Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre bid/pre-proposal meetings and outreach events.
Senior Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Senior Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle	Keep	Drives to client visits and trainings.
Senior Project Manager	Public Works	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Keep	Travel happens between the office, other County facilities, project sites, project meetings, etc.
Senior Supervisor, CECOMS Operations	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Senior Supervisor, Sewer Maintenance	Public Works	Valid Ohio driver license, proof of automobile insurance	Keep	Driving occurs daily from pump stations or sanitary project sites.
Senior Supervisor, Social Services	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Required to drive to meetings at County buildings, court hearings and family homes.
Superintendent, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Superintendent, Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Inspects single and multi-family residential structures around the County.
Supervisor, Custodial Worker	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Emergency Management	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Supervisor, Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Drives to client visits and trainings.
Supervisor, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily for garage vehicles or to help pick up vehicles.
Supervisor, Geriatric Behavioral Health Nurse	Senior & Adult Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	Must be able to conduct client visits.
Supervisor, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to death scenes and client homes.
Supervisor, Mail Room	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Driving occurs daily between mailrooms, Post Offices and drop routes
Supervisor, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site.
Supervisor, Nursing	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to conduct client visits.
Supervisor, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	On occasion they need to drive to each of our managed facilities
Supervisor, Project Inspection	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Sewer Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Sign Shop	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Social Services	Health and Human Services	Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.	Keep	Required to drive to meetings at County buildings, court hearings and family homes.
Volunteer Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to events, pick up donations, other community outreach
Youth Development Program Coordinator	Health and Human Services	Valid driver's license, proof of automobile insurance, and access to a vehicle.	Keep	Must be able to perform agency visits and attend out-side events.

Classification	Department	Language	Keep or Remove	Basis
Administrator, Senior Records Management	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Advocacy Officer	Senior and Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Chief Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Classification and Compensation Specialist	Personnel Review Commission	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Communications Coordinator 2	Information Technology	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Compensation Analyst	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Contract Analyst	All Departments	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Data Systems Security Coordinator	Information Technology	Valid Ohio driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Employment Test Associate	Personnel Review Commission	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Proctor	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Homeless Management Information System Administrator	Health and Human Services	Valid driver license, proof of automobile insurance, and a vehicle	Remove	No need to drive to perform essential functions.
Manager, External Affairs	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, IT Infrastructure and Operations	Information Technology	Valid driver's license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Manager, Neighborhood Center	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Print Production	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Organizational and Employee Development and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Agent	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Analyst	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Senior Development Housing Specialist	Development	Valid driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Senior Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Information System Administrator	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior OED and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Senior Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Supervisor, Pathology Assistant	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Remove	No need to drive to perform essential functions.
Talent Advisor	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workers Compensation Coordinator	Human Resources	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workforce Analyst	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11061	Accountant 1	All Departments	Non-Exempt	6A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11061	Accountant 1	All Departments	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Accountant 1	<b>Class Number:</b>	11061
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	All Departments		

### Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state, and local regulations.

### Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 1 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

50% +/- 10%

- Audits contractor invoices submitted for payment against terms of contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; reviews and prepares billings for construction and engineering projects and submits same for reimbursements; coordinates billings and account receivables; prepares and analyzes capital and operating leases; maintains and updates information in accounting and automated data systems; completes month end closing process including cost allocation plan, compliance/distribution, and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists with preparing Comprehensive Annual Financial Report (CAFR) reports and schedules; assists in the annual budget process for assigned department.

30% +/- 10%

- Processes requisitions, encumbrances, and encumbrance adjustments; processes purchases and controls office supplies; responds to vendor inquiries; reviews and analyzes input into the accounting system (Infor Lawson); prepares necessary correspondence; prepares, files, and distributes various financial reports and records; provides assistance to supervisor.

20% +/- 10%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes financial system reports.



### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting or a related field with five (5) months of experience in accounting or a related field; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No certifications or licenses required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor Lawson).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, invoice reconciliation forms, contracts, billings, budget reports, encumbrances, accounting reports, financial documents, cash financial statements, inventory reports, grants, and the Comprehensive Annual Financial Reports (ACFR).
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), fiscal policies and procedures, and related websites and system program manuals.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

## Accountant 1

- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate effectively with supervisors, vendors, contractors, external governmental employees, external auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11062	Accountant 2	All Departments	Exempt	8A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11062	Accountant 2	All Departments	Exempt	8A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Accountant 2	<b>Class Number:</b>	11062
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	All Departments		

### Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state, and local regulations.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 2 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

20% +/- 10%

- Coordinates accounting activities of the departmental unit; coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, and cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; ensures proper coding of revenue and expenditures; establishes and maintains bank accounts; maintains computer generated systems and reports; audits fuel consumption and vehicle/equipment usage; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; recommends internal accounting procedures; implements new policies and procedures; uses the County financial information system (Infor Lawson) for client tracking and ledger reporting.

20% +/- 10%

- Prepares monthly financial reports; audits financial system (Infor Lawson) postings; audits and reconciles municipal billing reports; proofreads and audits construction bid packages prior to placement for advertisement; prepares actions for County Council.

20% +/- 10%

- Assists with setting tax rates for all political subdivisions in the County; audits tax budgets received from various political subdivisions; issues Certificate of Estimated Resources for political subdivisions; advances real estate property taxes; settles real estate taxes; settles other tax collections with political subdivisions; certifies property tax levies requested by political subdivisions; maintains bond/note system; determines property tax millage limitations; supplies information necessary for Official Statements; supplies information for Comprehensive Annual Financial Report (ACFR) schedules.

## Accountant 2

20% +/- 10%

- Establishes and maintains accounting systems of investment data; maintains and analyses investment activity records and reports related to overnight repos for all broker accounts; keeps track of all securities held by custodial bank and reconciles account activity with County investment portfolio; analyzes monthly statements for all brokers and reconciles account activity to monthly trade investments; calculates, maintains, and reviews banking fees.

10% +/- 5%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes accounting system reports; answers calls from taxpayers; responds to mail information requests.

10% +/- 5%

- May function as lead worker over lower-level accountants, account clerks, and other assigned staff; assigns work and reviews completed work assignments; provides orientation, training, and instruction; responds to problems and issues.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting or a related field with two (2) years of experience in accounting or a related field; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No certificates or licenses required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and accounting and database software (Infor Lawson).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.

## Accountant 2

- Ability to comprehend a variety of informational documents including invoices, invoice reconciliation forms, contracts, billings, budget reports, encumbrances, Budgeting, Reporting, and Accounting for Social Services (BRASS) budget reports, tax budgets, Department of Tax Equalization forms, accounting reports, financial documents, cash financial statements, inventory reports, bank websites, investment maturity list, grants, and ACFR reports.
- Ability to comprehend a variety of reference books and manuals including the *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), the Employee Handbook, fiscal policies and procedures, Federal Emergency Management Agency (FEMA) manuals, related websites and system program manuals.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, billing statements, financial statements, tax settlements, Certificate of Estimated Resources, fuel/vehicle usage reports, CD Bank reconciliations, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate effectively with supervisors, vendors, bank officials, contractors, external governmental employees, external auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Department of Purchasing
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Paul Porter, Director of Purchasing	7/6/2023 7/6/2023	Email Email	Review of Draft Confirmation of Min Qualifications
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Board of Control Coordinator	<b>Class Number:</b>	10101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Department of Purchasing		

### Classification Function

The purpose of the classification is to coordinate the Board of Control meetings by drafting and disseminating Board of Control agendas, attending and recording Board of Control meetings, and supervising assigned staff.

### Distinguishing Characteristics

This is a journey level classification that is responsible for coordinating the development of the Board of Control (BOC) agendas and recording the Board of Control and Executive Staff Meetings. The employee works under general supervision of the Director, Department of Purchasing and works within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

40% +/- 10%

- Establishes agenda for the Board of Control meetings; compiles, reviews, and processes all agenda items submitted in the agenda management system for the BOC; provides technical and processing assistance for items to be placed on an agenda; researches relevant history of items to formulate captions for the draft agenda; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor information and ensure compliance with policies, procedures, and ordinances; prepares summaries of agenda items ('captions') for BOC draft agendas so all pertinent information is available when making decisions; sends draft agendas to appropriate parties via email; creates captions for walk-on request items for the draft agenda; prepares draft summary (caption) of Executive's Sponsored Item for placement on County Council agenda; makes updates to draft agendas as discussed during the Executive Review Meeting; distributes final BOC agendas and County Executive Sponsored Items to appropriate parties via email.

15% +/- 5%

- Coordinates the Executive Review Meetings; schedules Executive Review Meetings; notates who presents agenda items; record notes of necessary changes to be made to the agenda; establishes the agenda for the BOC meeting by finalizing all items and summaries approved by the County Executive.

15% +/- 5%

- Coordinates the Board of Control Meetings; schedules BOC meetings; prepares outline for reading of items into the record at the BOC meeting; records minutes of BOC meeting including who presented information, who made motions, and who voted for and against items; transcribes meeting minutes; posts Board of Control agendas and meeting minutes to the County's website; ensures that signatures are collected as required on approved items; notarizes various documents approved at the Board of Control meetings; maintains records, databases, and official documents for public record

Effective Date: 04.11.2019  
Last Modified: 04.11.2019

## Board of Control Coordinator

requests; sends approval documentation to County departments so they can proceed with the approved purchase.

10% +/- 5%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Coordinates the placing of items on the County Council's agenda; finalizes and submits proposed Council items and related attachments to the Law Department; coordinates completion of Questions and Answers document from County Council to provide requested information.

5% +/- 2%

- Reviews travel related items submitted by the Fiscal Office; verifies the itemized expenses are accurate and adheres to the guidelines; confirms the least expensive form of transportation is utilized.

5% +/- 2%

- Trains department and Department of Purchasing staff on how to navigate and submit items on the agenda management software system; trains staff of the proper procedures; answers staff questions about the system or process.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associates degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), agenda management software (OnBase), and database software (Infor Lawson).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.

Effective Date: 04.11.2019

Last Modified: 04.11.2019

## Board of Control Coordinator

- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

## Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

## Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including public records requests, letters, memoranda, contracts, permits, grant awards, proposed purchase list, purchasing buyer's checklist, meeting minutes, agendas, Requests for Proposal, bid tabulation sheets, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Purchasing Procurement Checklists and Purchasing Procedures, Ohio Administrative Code, Ohio Revised Code, and Cuyahoga County's Contracting and Purchasing Procedures Code.
- Ability to prepare employee performance evaluations, Board of Control Agenda, Questions and Answers document, Executive's Sponsored Item summaries, meeting notices, meeting minutes, reports, spreadsheets, letters, memoranda, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, the County Executive, department directors, managers, Clerk of Council, Assistant Law Directors, other County employees, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16421	Business Intelligence Analyst	All Departments	E	9B

  

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16421	Business Intelligence Analyst	All Departments	E	9B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management</b>	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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<b>Contact(s):</b>			
DeShawn Matthews, Program Officer 4	2/24/2023	Email	Sent drafted class spec
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Intelligence Analyst	<b>Class Number:</b>	16421
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9B
<b>Departments:</b>	All Departments		

## Classification Function

The purpose of this classification is to coordinate the business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under supervision and within a framework of well-defined procedures. Employees perform activities in a timely manner and according to policies, procedures, and related regulations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 10%
- Coordinates and supports business data intelligence activities of a County department or agency; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction processes; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; creates analytical prototypes.
- 35% +/- 10%
- Develops and supports static and interactive visualizations and reports using the available data sources; fulfills ad-hoc marketing, clerical, and data requests; creates and analyzes ad-hoc reporting; conducts tests to ensure visualizations are reflective of the data and consistent with defined needs; works with Information Technology (IT) to publish visualizations.
- 5% +/- 2%
- Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; completes self-appraisals.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and two (2) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of education, training, and experience.

Effective Date: 08.07.2019  
Last Modified: 08.07.2019

## Business Intelligence Analyst

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data reports, correspondence, payment logs, summary files, enrollment reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to coordinate the programs and/or typical problems associated with the job, ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, co-workers, subject matter experts, stakeholders, and other County employees.



Business Intelligence Analyst

**Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10021	Case Manager	Medical Examiner's Office	Non-Exempt	4A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10021	Case Manager	Medical Examiner's Office	Non-Exempt	4A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Karen Lahiff, Supervisor, Case Manager	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Case Manager	<b>Class Number:</b>	10021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to obtain and receive information from multiple sources to complete death certificate filing for the Medical Examiner.

### Distinguishing Characteristics

This is an entry level clerical/administrative classification working under supervision of the Supervisor, MEO Administrative. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This class is distinguished from the Supervisor, Case Manager in that the latter supervises this class and performs the more complex work of the unit.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

25% +/- 10%

- Completes death certificates once cause of death is determined; collects and processes payments from funeral homes for burial permits; completes the fields in the death certificate necessary for a burial/cremation permit; approves the burial/cremation permits for funeral homes to print a copy; enters the cause of death and completes the death certificate using the database system once pathologists have ruled on the cause of death; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; completes necessary documentation and filing according to procedure.

25% +/- 10%

- Fills records requests submitted by family members, insurance companies, attorneys, and the general public; receives requests via phone, email, or in person; makes determination on whether or not records can be released based on stated procedures; locates records from data system, storage drive, or microfilm and creates a hard or digital copy; verifies information and approves burial or cremation permits for funeral home personnel; processes payments and issues receipts for permits and records; balances daily receipts; sends digital and hard copies of records to individuals and agencies as requested.

25% +/- 10%

- Provides pathologists with records needed to complete death certificates; requests records necessary to complete death certificates from funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, and other relevant parties; checks records for accuracy; organizes received documents into the appropriate case files; provides physical copies of relevant records to pathologists to help determine cause of death; finds or requests additional documents as requested by pathologists and adds them to the case file.

10% +/- 5%

- Finalizes the autopsy report; proofreads the toxicology report and autopsy report to eliminate typos and errors; writes a narrative summary of the events surrounding the decedent's death using information from the various reports and supporting documents in the case file; completes the verdict page by using the information in the pathologist's report along with the narrative summary; combines the verdict and reports into a single document and submits the final report to the Medical Examiner for review and signature.

10% +/- 5%

- Performs supporting administrative responsibilities; answers general office phone line; inputs data into database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list, and provides the information online to the appropriate organization; processes received subpoenas by time stamping, logging, and passing out to the appropriate department.

5% +/- 2%

- Notarizes documents for insurance and legal justice purposes.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or equivalent with one (1) year of clerical and/or customer service experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database software (VertiQ, EDRS).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cases, orders for reports, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with supervisor, family members of the deceased, funeral homes personnel, police personnel, nursing home staff, other departmental employees and administrators, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10011	Medical Secretary	Medical Examiner's Office	Non-Exempt	4A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10011	Medical Secretary	Medical Examiner's Office	Non-Exempt	4A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Karen Lahiff, Supervisor, Case Manager	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Secretary	<b>Class Number:</b>	10011
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to perform administrative duties involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

## Distinguishing Characteristics

This is an entry level clerical classification performing under supervision of the Supervisor, MEO Administrative. Positions in this class initially receive immediate supervision progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 10%
- Prepares cause of death slips, autopsy reports and final reports of cases; obtains medical and legal information and records from multiple sources (e.g., funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, etc.); transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; verifies accuracy of records by comparing original documentation to what has been transcribed; processes received toxicology reports by having pathologists review and initial them to finalize autopsy reports; keeps track of pathologist's caseload and progress of open cases; prepares reports to monitor performance and turn-around times of pathologists' cases.
- 25% +/- 10%
- Communicates with Pathologists, outside agencies, and the general public; answers phone and takes messages or provides information; assists families with questions regarding death of a family member; calls Children & Family Services on cases involving individuals under eighteen (18) years old; faxes reports for children two (2) years and under to Sudden Infant Death Network of Ohio; prepares and mails weekly bereavement letters; maintains list of contacts for technology/trade schools, medical schools, and hospitals; coordinates medical school residents/students and autopsy demonstration classes.
- 20% +/- 10%
- Performs related administrative responsibilities; creates bills for autopsies performed for other counties and forwards to appropriate agencies; files toxicology reports, subpoenas, records, and miscellaneous case paperwork according to established procedures; locates, obtains, and prints vital statistics sheets for child fatalities cases for child death meetings; performs data entry of case information into database system; maintains monthly inventory and orders department supplies; processes invoices for equipment and supplies (e.g., photographs, histology slides, specimens, etc.); assists with reporting and coordinating repair of department equipment and software issues.

## Medical Secretary

5% +/- 2%

- Notarizes documents for insurance and legal justice purposes.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent and two (2) years of experience performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), transcription software (Olympus), and data management system (VertiQ).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add and subtract.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including cause of death rough drafts, anatomic and microscopic descriptions, monthly lists of child deaths, records request slips from Pathologists.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, state laws regarding autopsy reports, Ohio Revised Code 313, a dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare Sudden Infant Death Network reports, bills for out-of-county cases, records request forms, child fatality lists, purchase orders, vital statistics reports, death certificates, supplemental

## Medical Secretary

death certificate, autopsy report transcriptions, bereavement letters, cause of death slip, demonstration autopsy class requests, out-of-County billing, invoices, photography requests, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate with family members of the deceased, funeral home personnel, law enforcement, nursing home staff, other departmental employees and administrators, personnel from medical facilities, government records agencies, insurance companies, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15021	Physical Structure Security Specialist	Public Works	Non-Exempt	7A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15021	Physical Structure Security Specialist	Public Works	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, physical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jay Hodge, Deputy Sheriff Captain	6/22/2023	Email	Sent drafted specification
Jay Hodge, Deputy Sheriff Captain	7/13/2023	Email	Reminder
Jay Hodge, Deputy Sheriff Captain	7/21/2023	Email	Final reminder
Jay Hodge, Deputy Sheriff Captain	7/24/2023	Phone call	Ask/answer questions
Jim Battigaglia, Archer Consultant	8/7/2023	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Physical Structure Security Specialist	<b>Class Number:</b>	15021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works and Sheriff's Office		

### Classification Function

The purpose of this classification is to plan and organize security related projects at County-owned and leased facilities.

### Distinguishing Characteristics

This is a journey level classification responsible for planning and coordinating the County's security related projects. This classification works under general supervision of a Deputy Sheriff Captain. The incumbent works under a framework of defined procedures and regulations but is expected to work independently and exercise discretion in planning security related projects and ensure projects are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 60% +/- 10%
- Plans and organizes security related projects at County owned and leased facilities; coordinates the development, inspection, and maintenance of all in-house alarms including building intrusion alarms, burglar, hold-up, metal detectors, x-ray machines equipment repairs, and wireless duress; troubleshoots and diagnoses security systems equipment; oversees performs security assessments of County facilities; makes recommendations on equipment and new technology upgrades and purchases; processes project quotes and associated invoices; prepares bids for vendors; coordinates and communicates with vendors.
- 20% +/- 10%
- Trains and assists staff on security equipment operations; answers staff questions about security concerns.
- 10% +/- 5%
- Coordinates and confers with County Project Managers in the design phase of new security projects.
- 10% +/- 5%
- Conducts research into applicable security codes, standards, and laws.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in criminal justice, law enforcement, or related field with three (3) years of security system experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

## Physical Structure Security Specialist

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and computer and multifunction printer.
- Ability to operate handheld tools such as screwdrivers, pliers, soldering gun, multimeter, and wire cutters.
- Ability to push/pull and lift up to 100 pounds.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, blueprints, electrical and mechanical placement, closed circuit television and access controls, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, equipment manuals, Ohio Building Code, Fire Code, electrical standards, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare reports, equipment specifications, request for proposals, order forms, annual reports, inventory, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and current security technology terminology and language.

## Physical Structure Security Specialist

- Ability to communicate with managers, supervisors, security personnel, vendors, contractors, public agencies, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to smoke, dust, pollen, electrical currents, noise extremes, machinery, vibrations, wetness, humidity, and bright or dim lights.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*



**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Neil Winans, Manager, Residential/Agricultural Appraisal	8/18/2023	Email	Sent spec draft
Neil Winans, Manager, Residential/Agricultural Appraisal	8/22/2023	Phone Call	Ask questions
Jim Battigaglia, Archer Consultant	8/31/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Residential/Agricultural Appraisal Coordinator	<b>Class Number:</b>	20011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Fiscal Office		

## Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

## Distinguishing Characteristics

This is a supervisory level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and regulations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Supervises and directs work of Appraisers and other assigned staff; oversees staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions, and resolves complaints by phone, mail, and the internet regarding property characteristics and value;

## Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in finance, economics, business, or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance, or related field; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain a Real Estate Appraiser license within 2 years of hire date.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), and data entry software (SIGMA).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics, geometry, algebra, and advanced statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, building permits, property inquiry reports, permit summaries, data input sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.

## Residential/Agricultural Appraisal Coordinator

- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), National Certification USPAP Guidelines for appraising, State of Ohio Department of Taxation and Appraisal laws, tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, and the Employee Handbook.
- Ability to prepare weekly production report, planned production report, mileage reports, weekly activity reports, inventory sheets, data input sheets, sales verification documents, appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate effectively with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to wetness/humidity, temperature/weather extremes, and animals/wildlife.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16422	Senior Business Intelligence Analyst	All Departments	E	13B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16422	Senior Business Intelligence Analyst	All Departments	E	13B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, degree requirements, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management</b>	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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<b>Contact(s):</b>			
Ronda Gibson, Administrator Correction	6/5/2023	Email	Sent drafted class spec
Joyce Perez-Stable, Administrator, Social Program 4	6/5/2023	Email	Sent drafted class spec
Joyce Perez-Stable, Administrator, Social Program 4	6/20/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Business Intelligence Analyst	<b>Class Number:</b>	16422
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Departments:</b>	All Departments		

## Classification Function

The purpose of this classification is to support the business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under general supervision and perform activities in a timely manner and according to policies, procedures, and related regulations. This position requires a higher level of complex project planning and analyses as well as more time spent planning and strategizing with agency leaders than the Business Intelligence Analyst.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 10%

• Leads business data intelligence activities of a County department or agency; develops and executes project plans; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; collects, reviews, and manipulates data; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; develops analytical prototypes; develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; prepares ad hoc reports for management; leads testing in partnership with the agency/department to ensure visualizations are reflective of the data and consistent with defined needs.
- 30% +/- 10%

• Drives the establishment of goals in alignment with agencies strategic plan; leads planning sessions with business unit and agency leaders to identify requirements, business processes, key performance metrics, and goals; presents analytical prototypes to business unit leaders to ensure visualizations meet requirements; maintains communication with business unit leaders throughout analysis, design, production, and maintenance lifecycle; presents end product, analytical findings, and key observations to stakeholders to increase operational efficiency.
- 10% +/- 5%

• Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 10% +/- 5%

• Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and



## Senior Business Intelligence Analyst

meetings; completes self-appraisals; creates and updates various reports; delivers data reports during meetings with County leaders and external stakeholders.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, finance, business administration, or related field and five (5) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Tableau).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and technical instruction manuals.

## Senior Business Intelligence Analyst

- Ability to prepare visualizations, data extracts, monthly/yearly reports, project plans, data reports, spreadsheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with management to coordinate the more complex problems, to represent the department with others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, coworkers, subject matter experts, stakeholders, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17032	Senior Supervisor, Nursing	Human Services	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 12A to 13A.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 12A: \$65,977.60 - \$92,372.80 PG 13A: \$69,076.80 - \$96,699.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Ronda Gibson, Administrator Social Program 5	6/23/2023	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Supervisor, Nursing	<b>Class Number:</b>	17032
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Human Services		

### Classification Function

The purpose of this classification is to assist the Director, Nursing with supervising Supervisor, Nursing employees and coordinating the home care skilled services programs.

### Distinguishing Characteristics

This is a management level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbent is expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

45% +/- 10%

- Supervises and directs the work of the Supervisor, Nursing and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; reviews and approves individual travel expense reports; monitors and maintains appropriate staffing levels and appropriate caseload sizes.

25% +/- 10%

- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns; conducts home visits to ensure safety, patient satisfaction, and compliance with patient care plans.

15% +/- 5%

- Develops and coordinates regular and special in-service training programs and independent study topics for nurses and home health aides; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings,

Effective Date: 01.09.1999  
Last Modified: 11.27.2019

## Senior Supervisor, Nursing

conferences, and interagency and community meetings; develops and maintains policies and procedures.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) years of nursing experience including two (2) years in a supervisory capacity.

### **Additional Requirements**

- Biennial renewal of license required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to use and operate a variety of nursing and medical equipment and tools including thermometer, pulse oximeter, stethoscope, intravenous pumps, sphygmomanometer, Hoyer lift, transfer board, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) and lift up to 50lbs.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint, Microsoft Publisher), and data entry software (PeerPlace).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of

## Senior Supervisor, Nursing

operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, employee travel reimbursement forms, HHA Productivity Reports, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, medical books and desk references, lab referral reference, Ohio Administrative Code (OAC), and Ohio Department of Health regulations and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, performance evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in a health care facility.
- Work may involve exposure to strong odors, toxic/poisonous agents, and disease/bodily fluids.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10022	Supervisor, Case Manager	Medical Examiner's Office	Non-Exempt	7A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10022	Supervisor, MEO Administrative	Medical Examiner's Office	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions, minimum qualifications, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Karen Lahiff, Supervisor, Case Manager	9/1/2023	Email	Question regarding CPQ Reminder
	9/6/2023	Email	
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Review of Draft Discussion re. requested Changes Reminder 2 <sup>nd</sup> Reminder Question regarding CPQ Reminder
	6/7/2023	Email	
	6/21/2023	Email	
	7/6/2023	Email	
	9/1/2023	Email	
Jim Battigaglia	9/6/2023	Email	Request for Pay Grade Recommendation
	7/6/2023	Email	

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, MEO Administrative	<b>Class Number:</b>	10022
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to supervise lower-level administrative employees in the Medical Examiner's Office (MEO) and to complete and oversee administrative work including death certificate filing, transcription of autopsy protocol, and preparation of final autopsy reports for pathologist's signature.

### Distinguishing Characteristics

This is first-line supervisor class that is responsible for supervising a unit of Case Managers and Medical Secretaries in completing administrative work including death certificate filing, transcription of autopsy protocol, and preparation of final autopsy reports for pathologist's signature. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. The employee in this class works under general direction of the Director, MEO Operations and oversees the operations and promotes the efficiencies of the unit they supervise.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Supervises and directs the work of Case Managers, Medical Secretaries, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 20% +/- 10%
- Oversees finalization and processing of autopsy reports; receives and proofreads the toxicology report and autopsy report to eliminate typos and errors; writes a narrative summary of the events surrounding the decedent's death using information from the various reports and supporting documents in the case file; completes the verdict page by using the information in the pathologist's report along with the narrative summary; ensures quality of verdicts by proofreading and confirming information as necessary; assembles pathology report, toxicology report, and verdict into a final autopsy report and verifies accuracy of information and proper completion; submits the final report to the Medical Examiner for review and signature; completes necessary documentation and filing according to procedure.
  
- 15% +/- 5%
- Oversees completion of death certificates once the cause of death is determined; logs cause of death report rule date and distributes to employees; assists Case Managers with logging and preparing death certificates when needed; proofreads the certificate and report; submits to the Medical Examiner for signature; completes necessary documentation and filing according to procedure.

10% +/- 5%

- Oversees and completes transcription of autopsy reports for pathologists and the Medical Examiner; transcribes dictation of Pathologist/Medical Examiner's autopsy protocol including anatomic and microscopic descriptions; completes final pathologic diagnosis reports to be filed appropriately with the State; verifies accuracy of records by comparing original documentation to what has been transcribed.

10% +/- 5%

- Provides pathologists/Medical Examiner with records needed to complete death certificates; requests records necessary to complete death certificates from funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, and other relevant parties; checks records for accuracy; organizes received documents into the appropriate case files; provides physical copies of relevant records to pathologists to help determine cause of death; finds or requests additional documents as requested by pathologists and adds them to the case file; tracks status of case files.

5% +/- 2%

- Oversees fulfillment of records requests submitted by family members, insurance companies, attorneys, and the general public; receives requests via phone, email, or in person; makes determination on whether or not records can be released based on stated procedures; locates records from data system, storage drive, or microfilm and creates a hard or digital copy; sends digital and hard copies of records to individuals and agencies as requested.

20% +/- 10%

- Performs supporting administrative responsibilities; answers general office phone line; responds to emails and phone calls; attends various professional meetings; takes minutes for staff meetings; performs various calendar scheduling, room scheduling, and travel coordination responsibilities for MEO personnel and the Medical Examiner; inputs data into database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list, and provides the information online to the appropriate organization; completes pathologist report, monthly open case reports, and pathologist assignment notices; notarizes documents for insurance and legal justice purposes.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associates Degree in business or related field and three (3) years of clerical and/or customer service experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Supervisor, MEO Administrative

### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (VertiQ, EDRS).

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records, death certificates, verdicts, cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, sunshine laws, a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, autopsy protocol, case reports, meeting minutes, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, record, and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, staff, family members of the deceased, funeral homes personnel, police personnel, nursing home staff, other departmental employees and administrators, and the general public.

Supervisor, MEO Administrative

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17031	Supervisor, Nursing	Human Services	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17031	Supervisor, Nursing	Human Services	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 11A to 12A.
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<b>No. of Employees Affected:</b>	Seven (7)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 11A: \$62,878.40 - \$88,025.60 PG 12A: \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Lorsonja Moore, Senior, Supervisor Nursing	6/30/2023	Email	Sent drafted specification
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Jim Battigaglia, Archer Consultant	7/18/2023	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Nursing	<b>Class Number:</b>	17031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise and coordinate the work of Family Service Aids as well as to provide nursing services.

### Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs nursing services. The employee works under direction from the Senior Supervisor, Nursing and performs duties within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Supervises and directs the work of Family Service Aides and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; coordinates schedules; manages and monitors caseloads; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; reviews and approves travel forms; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Provides nursing services; makes patient visits to observe and evaluate physical and emotional status; visits patients every 60 days for re-certification; reviews medication policies and records; assesses patient functioning and develops patient care plans; implements care plans; documents assessment findings and care plans in agency database; audits patients' records; provides direct nursing services when necessary; rotates as the Nurse on-call for Adult Protective Services (APS); conducts discharge planning for skilled care to close the case; performs biometric screenings and presentations in the community; obtains and interprets individual findings; disseminates educational information and makes recommendations in accordance with the CDC guidelines.
- 15% +/- 5%
- Coordinates nursing activity within Skilled Services; assesses, designs, implements, and evaluates new Skilled Service referral care plans; updates and reviews patient charts and care plans for effectiveness; oversees direct patient care delivery.
- 15% +/- 5%
- Performs related administrative duties; sets up reporting system to be promptly informed of changes in patient status; attends Adult Protective Service (APS) collaborative meetings; attends seminars,



## Supervisor, Nursing

in-service training, meetings, etc. related to nursing care and supervision; provides technical support; maintains records; assists in educational activities for staff, patients, and families; reviews billing and treatment information in data management system to ensure accuracy and answer client questions.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of nursing experience including one (1) year as a registered nurse; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- Biennial renewal of license required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, biohazard equipment, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to stand, walk, bend, twist, and push, pull, and lift up to 50lbs.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint, Microsoft Publisher) and data entry software (PeerPlace).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

## Supervisor, Nursing

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, employee physical forms, patient charts, travel reports, Random Moments surveys, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, the Employee Handbook, Centers for Medicare and Medicaid Services, Nursing Supervisor and Home Health Aide Manuals, Ohio Revised Code, and collective bargaining agreements.
- Ability to prepare employee evaluations, home visit schedules, patient charts, meeting agendas, nurse evaluations, patient assessment, travel report, timesheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with supervisors, Home Health Aides, medical professionals, caseworkers, patients, and patients' families.

### **Environmental Adaptability**

- Work is typically performed in an office environment and patients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, strong odors, and animals.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>10271</b>	<b>Assistant Director</b>	<b>All Departments</b>	<b>Exempt</b>	<b>17A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	N/A
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Director	<b>Class Number:</b>	10271
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	All departments		

**Classification Function**

The purpose of this classification is to assist a department director with managing the department including developing objectives and policies, assisting with administrative and budgetary matters; and supervising staff.

**Distinguishing Characteristics**

This is a senior management classification with responsibility for assisting the department director with administrative and budgetary matters. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to the designated department. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.
  
- 30% +/- 10%
- Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
  
- 15% +/- 10%
- May manage special projects and keep director apprised of project progress and conclusion.
  
- 15% +/- 10%
- Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor’s degree in business administration, public administration, or other related field with nine (9) years of related experience including five (5) years in a supervisory experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of routine statistics.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Hugh Shannon, Director of MEO Operations
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Medical Secretary	<b>Class Number:</b>	10012
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

### Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

35% +/- 10%

- Supervises and directs the work of Medical Secretaries; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.

20% +/- 10%

- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Effective Date: 07.28.2014  
Last Modified: 10.23.2019



Supervisor, Medical Secretary

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Effective Date: 07.28.2014  
Last Modified: 10.23.2019

## Supervisor, Medical Secretary

related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to serve in a supervisory capacity, influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

Posted: 9/7/2023

Meeting: 9/13/2023

	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
DRIVERS LICENSE PROJECT	See Attached	N/A	N/A	See Attached	The PRC is committed to supporting the County's efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
Accountant 1	11061	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Accountant 2	11062	8A Exempt	8A Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Board of Control Coordinator	10101	13A Exempt	13A Exempt (No Change)	Purchasing	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Business Intelligence Analyst	16421	9B Exempt	9B Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Case Manager	10021	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.

Medical Secretary	10011	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Physical Structure Security Specialist	15021	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, physical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Residential/Agricultural Appraisal Coordinator	20011	13A Exempt	13A Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Senior Business Intelligence Analyst	16422	13B Exempt	13B Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, degree requirements, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Senior Supervisor, Nursing	17032	12A Exempt	13A Exempt	Human Services	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 12A to 13A.
Supervisor, Case Manager (Supervisor, MEO Administrative)	10022	7A Non-Exempt	7A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions, minimum qualifications, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Supervisor, Nursing	17031	11A Exempt	12A Exempt	Human Services	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 11A to 12A.
<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	<b>Rationale</b>		
Assistant Director 10271	17A Exempt	All Departments	This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.		
Supervisor, Medical Secretary 10012	7 Non-Exempt	Medical Examiner	The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.		

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0289**

<p>Sponsored by: <b>County Executive Ronayne/Department of Human Resources</b></p>	<p><b>A Resolution</b> making an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3670 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Human Resources recommends an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026; and

**WHEREAS**, the primary goal of this project is to provide assist the County's Workers' Compensation division with management of the program, responding to claims and maintaining best practices; and

**WHEREAS**, the project is funded 100% Workers' Compensation Administration Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3670 and all documents consistent with said award and this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the 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.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Human Resources; 2023; Sedgwick Claims Management Services, Inc. ; Workers' Compensation Third Party Administration Services for the period 1/1/2024-12/31/2026 in the amount NTE \$542,500.00.
<b>Department or Agency Name</b>	Human Resources
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
(O)	3670	Sedgwick Claims Management Services, Inc.	1/1/2024-12/31/2026	\$542,500.00		Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Workers' Compensation Third Party Administration is an ongoing service to assist the County's Workers' Compensation division with management of the program, responding to claims, and maintaining best practices.

**For purchases of furniture, computers, vehicles:**    Additional    Replacement  
**Age of items being replaced:**                      **How will replaced items be disposed of?**

**Project Goals, Outcomes or Purpose (list 3):**  
 The goals of this agreement are to provide consulting services for Workers' Compensation, assist managing claims, and assist in claims hearings.

**If a County Council item, are you requesting passage of the item without 3 readings.**    Yes    No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
5555 Glendon Ct., Dublin, OH 43016	Dave North, CEO
Vendor Council District:	Project Council District:
N/A	Administration in district 07 & County-wide service
If applicable provide the full address or list the municipality(ies) impacted by the project.	

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ # if applicable <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal              Closing Date:	Provide a short summary for not using competitive bid process.

Rev. 7/24/23



	*See Justification for additional information.
The total value of the solicitation: \$542,500.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 14/4	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( 10 ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain.  Vendor was DEI compliant with good faith effort to meet the goal. No vendor proposals met any portion of the goal.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain:  Vendor was not the lowest prices but provided the highest scoring proposal despite the low pricing score.	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  Vendor's proposal was higher than the other proposals but negotiation following award brought pricing closer, though still higher.	<input type="checkbox"/> Contract Amendment (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b>  100% Workers' Compensation Administration
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b> Existing contract is set to expire 12/31/2023. This award will provide services through 12/31/2026 for this on-going need.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23

<b>Reason:</b>	
Use of a third-party administrator (TPA) for Workers' Compensation is an industry standard due to the complexity of the Workers' Compensation claims process. This service allows the County to maintain up-to-date best practices and ensure all claims and responded to and investigated appropriately.	
<b>Timeline:</b>	<b>2/16/2023</b>
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<b>6/8/2023</b>
Date of insurance approval from risk manager:	<b>8/30/2023</b>
Date Department of Law approved Contract:	<b>8/4/2023</b>
Date item was entered and released in Infor:	<b>8/31/2023</b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: N/A	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>
Previous Contract CM1840 resulting from RFP# 6058: 1/1/2022-12/31/2023 \$353,500.00 Approved 10/18/2021, BC2021-585

Rev. 7/24/23

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12170
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4189
CM Contract#	3670

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing</b>
--

	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK
Final DEI Goal Setting Worksheet	SW	OK
Diversity Documents – <i>if required (goal set)</i>	SW (In Proposal)	OK
Award Letter (sent to awarded vendor)	SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).	SW	OK
IG#   21-0276-REG	SW	OK
Debarment/Suspension Verified   Date: 8/21/2023	SW	OK
Auditor’s Finding   Date: 8/21/2023	SW	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement   Date: <del>6/12/2023</del> 9/6/2023	SW	OK (current uploaded 9/6/2023)
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), <i>if required</i> .	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

<b>Reviewed by Law</b>
<b>Department initials</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW
Workers’ Compensation Insurance	SW
Performance Bond, if required per RFP	N/A

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
01/01/2024-12/31/2024	HR770100	55130			<b>\$178,500.00</b>
01/01/2025-12/31/2025	HR770100	55130			<b>\$182,000.00</b>
01/01/2026-12/31/2026	HR770100	55130			<b>\$182,000.00</b>
			<b>TOTAL</b>		<b>\$542,500.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		6058			
<b>CM Contract#</b>		CM1840			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$353,500.00</b>		<b>12/31/2023</b> <b>1/1/2022-12/31/2023</b>	<b>10/18/2021</b>	<b>BC2021-585</b>
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	<b>\$0.00</b>			
<b>Total Contract Amount</b>	<b>\$353,500.00</b>				

### PURCHASING USE ONLY

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	BC2021-585
CM#:	3670
Vendor Name:	Sedgwick Claims Management Services, Inc.
ftp:	1/1/2024 – 12/31/2026
Amount:	\$542,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	8/31/2023: 2024 funds – once agenda item approved, this action will be disapproved until 2024 funds are able to be encumbered and department will need to complete line and send back for approval. Contract not attached; Attach completed new Independent Contractor form, per Purchasing Director e-mail 8/10/2023
Purchasing Buyer’s initials and date of approval	OK, ssp 9/12/2023



## Department of Purchasing Tabulation Sheet

Janah A. Namowitz  
 6/8/2023

REQUISITION NUMBER: 12170	EVENT: 4189	TYPE: RFP	ESTIMATE: \$570,000.00
CONTRACT PERIOD: 3-yr contract	RFP DUE DATE: May 8, 2023	NUMBER OF RESPONSES (issued/submitted): 14/4	
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Workers' Compensation Third Party Administrator Services		
DIVERSITY GOAL/SBE 10%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1 Matrix Claims Management, LLC 644 Linn Street Suite 900 Cincinnati, Ohio 45203	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> No Department of Purchasing: SSP	SBE / MBE / WBE Subcontractor Name(s): N/A SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0 % MBE: 0 % WBE: 0%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/9/2023 <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: Full waiver requested- SS 5/8/2023 Vendor requesting full waiver , per the listing of certified diversity business in my field related to workers compensation.” JW 5/9/2023 Provide list of search for “other” on SBE/MBE/WBE List. No documentation or evidence of additional searches and/or outreach via email/phone to determine with services. Nevertheless, due to unique scope of work/limited number of certified diversity vendors for this scope of work, will accept the search of listing for this RQ only. LL 5/9/2023</p>		
<p>3 Sedgwick Claims Management Services, Inc. 5555 Glendon Court Dublin, Ohio 43016</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0276</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: no)</p>	<p>Subcontractor Name(s): N/A</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p>	<p>AP 6/18/23</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>



Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
	Department of Purchasing: SSP	SBE / MBE / WBE Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 5/9/2023 <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	Waiver is requested but did not indicate if it is full or partial-SS 5/8/2023. div-3 page 1 and 2 completed, vendor provided additional written statement on Good Faith Effort. Emails to subs included, JW 5/9/2023 LL 5/9/2023.		
4 Sheakley UniService, Inc. One Sheakley Way Cincinnati, Ohio 45246	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP	Subcontractor Name(s):	N/A		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 5/9/2023		
		SBE/MBE/WBE Comments and Initials:	Waiver is requested, but did not indicate if it is full or partial-SS 5/8/2023 JW 5/9/2023 No reason provided for requesting the waiver. No good faith effort documentation/details provided. LL 5/9/2023		

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Sedgwick Claims Management Services, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1840				
<b>RQ#</b>	6058				
<b>Time Period of Original Contract</b>	1/1/2022-12/31/2023				
<b>Background Statement</b>	Third party administration services in support of the County's Workers' Compensation management.				
<b>Service Description</b>	Sedgwick provides third party administrator services for the County's Workers' Compensation management. These services include consulting on program decisions, best practices, cost estimating, assisting with claims, and supporting claims hearings.				
<b>Performance Indicators</b>	Responsiveness, claims handling, accuracy of information.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Sedgwick is quick to respond, knowledgeable reps, and able to assist when necessary.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>	x				
<b>Justification of Rating</b>	No complaints from staff. Information provided has been exceedingly helpful to date.				
<b>Department Contact</b>	Stephen Witt				
<b>User Department</b>	Human Resources				
<b>Date</b>	8-21-2023				