



## **CUYAHOGA COUNTY COUNCIL**

### **HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
4<sup>th</sup> FLOOR

#### **MEETING AGENDA**

**TUESDAY, JANUARY 20, 2026—10:00 A.M.**

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#### **Committee Members**

Martin J. Sweeney, Chair | Dist. 3  
Michael J. Gallagher, Vice Chair | Dist. 5  
Yvonne M. Conwell | Dist. 7  
Michael J. Houser, Sr. | Dist. 10  
Meredith M. Turner | Dist. 9

#### **1. CALL TO ORDER**

#### **2. ROLL CALL**

#### **3. PUBLIC COMMENT**

#### **4. APPROVAL OF MINUTES FROM THE DECEMBER 2, 2025 MEETING**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2026-0006: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- b) R2026-0008: A Resolution confirming the County Executive's appointment of Jason M. Joyce to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2027, and declaring the necessity that this Resolution become immediately effective.
- c) R2026-0009: A Resolution confirming the County Executive's reappointment of Sue E. Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2026 – 12/31/2028, and declaring the necessity that this Resolution become immediately effective.

#### **6. MISCELLANEOUS BUSINESS**

#### **7. ADJOURNMENT**

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



## CUYAHOGA COUNTY COUNCIL

### HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
4<sup>th</sup> FLOOR

#### MEETING MINUTES

TUESDAY, DECEMBER 2, 2025—10:00 A.M.

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#### Committee Members

Martin J. Sweeney, Chair | Dist. 3  
Michael J. Gallagher, Vice Chair | Dist. 5  
Yvonne M. Conwell | Dist. 7  
Michael J. Houser, Sr. | Dist. 10  
Meredith M. Turner | Dist. 9

#### 1. CALL TO ORDER

**Chairman Sweeney called the meeting to order at 10:21 a.m.**

#### 2. ROLL CALL

**Mr. Sweeney asked Clerk Richardson to call the roll. Committee members Sweeney, Conwell, and Turner were in attendance and a quorum was determined. Committee members Gallagher and Houser were absent. Councilmember Robert Schleper was also in attendance.**

#### 3. PUBLIC COMMENT

**There were no public comments given.**

#### 4. APPROVAL OF MINUTES FROM THE NOVEMBER 18, 2025 MEETING

**A motion was made by Ms. Turner, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the November 18, 2025 meeting.**

#### 5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0333: A Resolution confirming the County Executive's reappointment of Meltrice Sharp to serve on the Cuyahoga County Audit Committee for the term 1/1/2026 – 12/31/2029, and declaring the necessity that this Resolution become immediately effective.

**Mr. Ben Schaefer, Legislative Liaison for the Executive's Office, addressed the Committee regarding Resolution No. R2025-0333. Discussion ensued. Committee members asked questions of Mr. Schaefer pertaining to the item, which he answered accordingly.**

**Ms. Meltrice Sharp addressed the Committee via zoom regarding her nomination to serve on the Cuyahoga County Audit Committee. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2025-0333 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.**

**Mr. Sweeney, Ms. Conwell and Ms. Turner requested to have their names added as co-sponsors to the legislation.**

- b) R2025-0334: A Resolution confirming the County Executive’s appointment of Laurel-Domanski Diaz to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Mr. Schaefer addressed the Committee regarding Resolution No. R2025-0334. Discussion ensued. Committee members asked questions of Mr. Schaefer pertaining to the item, which he answered accordingly.**

**Ms. Laurel Domanski-Diaz addressed the Committee regarding her nomination to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2025-0334 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.**

**Mr. Sweeney, Ms. Conwell, Ms. Turner and Mr. Schleper requested to have their names added as co-sponsors to the legislation.**

## **6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

## **7. ADJOURNMENT**

**Chairman Sweeney adjourned the meeting at 10:38 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2026-0006

Sponsored by: <b>Councilmember Sweeney 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 December 3, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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.

**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)

Proposed New Classifications:

Exhibit A: Class Title: *Administrator 2, Performance Improvement-Child Welfare*  
Number: 13371

Pay Grade: 18A/Exempt

Exhibit B: Class Title: *Manager, Performance Improvement-Child Welfare*  
Number: 13361  
Pay Grade: 17A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Communications Analyst 2*  
Class Number: 16172  
Pay Grade: 9B/Non-Exempt (No change)  
\*PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit D: Class Title: *ECM Systems Analyst*  
Class Number: 16471  
Pay Grade: 15B/Exempt (No change)  
\* PRC Routine Maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade for FLSA status.

Exhibit E: Class Title: *Information Systems Analyst*  
Class Number: 16102  
Pay Grade: 15B/Exempt (No change)  
\* PRC routine Maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Information technology Project Manager*  
Class Number: 16091  
Pay Grade: 12B/Exempt  
\* PRC routine Maintenance. Classification last revised in 2021. Updates were made to the essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Manager, CECOMS Operations*  
Class Number: 12104  
Pay Grade: 17A/Exempt (No change)

\* PRC routine Maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Senior Project Manager*  
Class Number: 18113  
Pay Grade: 14A/Exempt (No change)  
\* PRC routine Maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit I: Class Title: *Superintendent, Building Maintenance*  
Class Number: 15082  
Pay Grade: 10A/Exempt (No change)  
\* PRC routine Maintenance. Classification last revised in 2021. Updates were made to the essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

Exhibit J: Class Title: *Payroll Officer (Time & Attendance Officer)*  
Class Number: 14181  
Pay Grade: 8A/Non-Exempt  
\* PRC routine Maintenance. Classification last revised in 2022. Updates were made to the distinguishing characteristics, language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 6A to 8A. No change to FLSA status.

Exhibit K: Class Title: *Wellness Coordinator*  
Class Number: 14081  
Pay Grade: 11A/Exempt (No change)  
\* PRC routine Maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

**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





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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: December 4, 2025

To: Cuyahoga County Council President Dale Miller  
 Council Members, Human Resources, Appointments & Equity  
 Committee

From: F. Allen Boseman, Chairman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on December 3, 2025, 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. Details of the recommended changes are below:

<b>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Administrator 2, Performance Improvement – Child Welfare 13371	18A Exempt	Children and Family Services
Manager, Performance Improvement – Child Welfare 13361	17A Exempt	Children and Family Services





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

PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Communications Analyst 2 16172	9B Non-Exempt	9B Non-Exempt	Information Technology
ECM Systems Analyst 16471	15B Exempt	15B Exempt	Information Technology
Information Systems Analyst 16102	15B Exempt	15B Exempt	Information Technology
Information Technology Project Manager 16091	12B Exempt	12B Exempt	Information Technology
Manager, CECOMS Operations 12104	17A Exempt	17A Exempt	Public Safety and Justice Services
Senior Project Manager 18113	14A Exempt	14A Exempt	Public Works
Superintendent, Building Maintenance 15082	10A Exempt	10A Exempt	Public Works
Payroll Officer ( <i>Time and Attendance Officer</i> ) 14181	6A Non-Exempt	8A Non-Exempt	Human Resources
Wellness Coordinator 14081	11A Exempt	11A Exempt	Human Resources

cc: Thomas Colaluca, Commissioner  
 Deborah Southerington, Commissioner  
 Rebecca Kopcienski, PRC Director  
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
 Sarah Nemastil, HR Director

Posted: 11/25/2025

Meeting: 12/3/2025

<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><u>NEW</u></b>					
Administrator 2, Performance Improvement – Child Welfare	13371	N/A	18A Exempt	DCFS	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by an Administrator, Social Program 4 and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Performance Improvement – Child Welfare	13361	N/A	17A Exempt	DCFS	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Senior Supervisor, Social Services, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.

<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><u>REVISED</u></b>					
Communications Analyst 2	16172	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
ECM Systems Analyst	16471	15B Exempt	15B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
Information Systems Analyst	16102	15B Exempt	15B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. No change to pay grade or FLSA status.

Information Technology Project Manager	16091	12B Exempt	12B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2021. Updates were made to the essential functions and language and formatting. Minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
Manager, CECOMS Operations	12104	17A Exempt	17A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
Senior Project Manager	18113	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. No change to pay grade or FLSA status.
Superintendent, Building Maintenance	15082	10A Exempt	10A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2021. Updates were made to the essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
Payroll Officer ( <i>Time and Attendance Officer</i> )	14181	6A Non-Exempt	8A Non-Exempt	Human Resources	PRC routine maintenance. Classification last revised in 2022. Updates were made to distinguishing characteristics and language and formatting. Pay grade increased from 6A to 8A. No change to FLSA status.
Wellness Coordinator	14081	11A Exempt	11A Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Performance Improvement – Child Welfare	<b>Class Number:</b>	13371
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18A
<b>Dept:</b>	Department of Child and Family Services EXHIBIT A		

### Classification Function

The purpose of this classification is to oversee multiple specialized teams responsible for designing, evaluating, and improving the processes used by the Division of Children and Family Services as well as advise the director on operational management and strategic direction. This position also oversees the review of the agency’s custody decisions and child welfare services.

### Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing the agency’s initiatives for casework quality assurance, performance improvement projects, business intelligence, professional development, regulatory compliance, and use and analysis of software applications. In addition, this position is responsible for reviewing the agency’s custody decision and welfare services. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. In conjunction with other upper management, the incumbent participates in determining the direction, goals, and objectives of the policies, programs, and operations of the child welfare program for DCFS.

### 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%

- Partners with DCFS leadership to plan and implement DCFS initiatives, operations, policies and procedures, continuous quality improvement, programs, software applications, data analysis, staff training, and compliance risks; plans and implements long-term strategic efforts to improve agency work quality and efficient use of agency resources; prepares briefings and data analyses for agency leadership on operational issues; supports agency planning efforts to prepare the social services system for anticipated shifts in population needs, funding models, or federal/state oversight structures; works with agency Director to develop staffing plan and budget justifications; identifies, plans, and monitors operational and training changes within the agency in response to changing state and federal regulatory requirements and policy shifts in funded programs; applies, monitors, and reports on grants and grant-related projects.

20% +/- 10%

- Directs agency’s performance improvement projects and initiatives; oversees business intelligence and data analysis activities for the agency; oversees external regulatory compliance and internal procedural policymaking; plans and initiates change management efforts tied to structural/policy changes affecting agency service delivery; researches policy, best practice principles, and data-related information for continuous quality improvement plans for DCFS; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management; manages crisis interventions when quality QA identifies client risk/procedural breakdowns.

Effective Date: TBD  
Last Modified: TBD

15% +/- 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; works with the union on staff complaints or changes to bargaining staff operations; plans organization structure and evaluates and implements changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Directs use and support of software in agency operations; works with the IT Department to direct and prioritize software design for agency use; contributes to long-term software development and pilot cycles of state management software; administers state case management software; coordinates responses to critical software failures or data issues impacting service delivery; coordinates timing and launch of software upgrades or scheduled software updates with IT teams and agency management.

10% +/- 5%

- Acts as a liaison to State and Federal agencies for technical and regulatory matters; represents DCFS at State of Ohio meetings and advocacy organizations; acts as point of contact for State technical assistants (e.g., Child Fatalities, Administrative Reviews, State Compliance Measures, etc.).

10% +/- 5%

- Oversees the review of the agency’s child welfare custody decisions and services; oversees internal review of child fatalities; oversees family-agency case review process for the agency’s custody and placement decisions; oversees contracted service approval processes and expenditures for contracted child welfare services; assists DCFS with vendor performance reviews; directs the North Central Ohio regional training center of foster families and non-employee social service workers on behalf of the State of Ohio.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; oversees reviews and County, state, and federal audits of agency casework; oversees training and professional development for agency staff.

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

- Master’s degree in public administration, social work, or a related field with:
  - nine (9) years of placement/service management experience at a Public Child Services Agency,
  - five (5) years of supervisory experience at a Public Child Services Agency;
  - and five (5) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency;
  - **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor’s degree	13 years
Related bachelor’s degree	13 years

Unrelated master's/doctoral degree	13 years
Related master's/doctoral degree	9 years

*\*Five (5) years of supervisory experience at a child welfare organization required for each level of education and cannot be substituted.*

*\*1 year of child welfare social work experience at a Public Children Services Agency can be substituted for 1 year of Quality Assurance, Training, or Process Improvement experience at a government Agency.*

*Related degree fields:* social services, social work, accounting, business administration, psychology

*Related work experience:* None

### **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), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), case/work management software (SACWIS, SACWIS Supplement, Salesforce, OnBase, Provider Portal, Fiscal Connector, Triplog), data visualization software (Tableau, Power BI), data reporting software (SQL Server Reporting Services, Crystal Reports, IBM Cognos Analytics), and project management software (Jira, Smartsheets, Confluence).

#### **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, perform routine statistical calculations, perform basic algebra, and interpret advanced 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including reports (i.e., - agency performance reports, monthly, quarterly, and annual reports, statistical reports), corrective action plans, audit findings, County and agency strategic plans and leadership directives, performance assessments, agency policy and procedure guides, post-fatality/critical incident memos, model adherence reviews, team decision making reports, case review reports, research studies, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.
- Ability to prepare statistical reports, reports (i.e., – performance reports, year-end reports), policy and practice decision memos, agency performance assessments, project chargers, best practice reports, policies and procedures, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret child welfare and related legal terminology and language.
- Ability to communicate with DCFS Director, Administrators, and middle management, State of Ohio's Technical Assistance and Compliance Management groups, IT department and vendors, subordinate employees, other County departments, policy review group, internal child fatality review group, and other County 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.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Performance Improvement – Child Welfare	<b>Class Number:</b>	13361
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Department of Child and Family Services	EXHIBIT B	

### Classification Function

The purpose of this classification is to oversee a team responsible for casework quality assurance, staff training and development, and compliance with internal, state, and federal corrective action plans. This position also reviews the agency’s child fatalities, critical incidents, and review of casework practices.

### Distinguishing Characteristics

This is a manager level classification with responsibility for overseeing a team responsible for casework quality assurance (QA), staff training and development, policy and procedure management, and compliance with internal, state, and federal corrective action plans. In addition, this position is responsible for reviewing child fatalities, critical incidents and casework practices. This position works under general supervision of the Administrator, Performance Improvement – Child Welfare. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. The incumbent gives recommendations to management on the direction, goals, and objectives of the policies, programs, and operations of the child welfare program for DCFS.

### 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%
- Manages assigned performance improvement projects and initiatives related to agency activities; evaluates quality improvement projects and their impact on program outcomes; oversees external regulatory compliance and internal procedural policymaking; researches policy, best practice principles, and data-related information for continuous quality improvement plans for DCFS; evaluates outcomes of quality improvement initiatives and determines if continuation, revision, or end of initiative is warranted.
  
- 20% +/- 10%
- 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; works with the union on staff complaints or changes to bargaining staff operations; assists with planning unit structure and evaluates and implements changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 15% +/- 5%
- Reviews the agency’s child welfare custody decisions and services; conducts internal review of child fatalities and critical incidents; produces analyses of child fatalities and crucial incidents; proposes

Manager, Performance Improvement – Child Welfare

related changes to practices; monitors agency adherence to evidence-based models and nationally recognized best practices in child welfare social work; advises management on changes to operations and policy based on evidence-based models and best practices.

15% +/- 5%

- Manages training and development programs for new and existing staff; plans, reviews, and adjusts onboarding and training for new hire cohorts; coordinates employee refresher trainings based on review findings, regulatory updates, or emergency agency initiatives in coordination with agency management; plans individual remediation/support for struggling new hires; evaluates effectiveness of recent training cohorts; identifies necessary updates to instructional strategy or content based on evaluation.

10% +/- 5%

- Advises agency management on unit operations, program policy, and compliance; oversees procedure and policy development for new or revised functions or requirements; reviews training and case review data to identify trends and adjust unit priorities; makes updates to training curriculum or quality assurance tools to reflect policy changes, system enhancements, or operational issues; oversees analysis of quarter case reviews and training data to inform year end planning and resource allocation; evaluates long-term impact of QA and training programs on service delivery, compliance rates, and workforce readiness; prepares briefings for agency leadership on operational issues.

10% +/- 5%

- Oversees quality reviews and audits of agency work; oversees implementation of corrective action plans including audit responses, compliance reporting, and corrective action projects; develops weekly tasks and schedules for QA and training teams; reviews team’s progress on active compliance or corrective action plan items and adjusts work to meet deadlines; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; coordinates and attends meetings; maintains required records of operations.

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

- Master’s degree in public administration, social work, or a related field with:
  - seven (7) years of placement/service management experience at a Public Child Services Agency,
  - four (4) years of supervisory experience;
  - and four (4) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency;
  - **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor’s degree	11 years
Related bachelor’s degree	11 years
Unrelated master’s/doctoral degree	11 years
Related master’s/doctoral degree	7 years

## Manager, Performance Improvement – Child Welfare

*\*Four (4) years of supervisory experience required for each level of education and cannot be substituted.*

*\*1 year of child welfare social work experience at a Public Children Services Agency can be substituted for 1 year of Quality Assurance, Training, or Process Improvement experience at a government Agency.*

*Related degree fields:* social services, social work, accounting, business administration, psychology

*Related work experience:* None

### **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), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), case/work management software (SACWIS, SACWIS Supplement, Salesforce, OnBase, Provider Portal), data visualization software (Tableau, Power BI, SSRS), and project management software (Jira, Smartsheets, Microsoft Planner).

#### **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, perform routine statistical calculations, and apply the principles of basic algebra.

### **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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including QA review summaries, external audit requests, external audit findings, corrective action status reports, training curriculum and materials, policy and regulatory updates, new hire schedules, policy and procedure drafts, data tracking dashboards, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.
- Ability to prepare briefing documents, corrective action plans and progress reports, audit findings, training evaluation summaries, internal department process guide, curriculum revision summaries, performance assessments, department policy and procedure improvement memos, post-fatality/critical incident memos, model adherence reviews, team decision making reports, case review reports, research studies, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret child welfare and related legal terminology and language.
- Ability to communicate with DCFS Director, Administrators, and middle management, IT department, subordinate employees, IT department, quality assurance peers at other counties, other County departments, external auditors, and other County agencies.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Communications Analyst 2	<b>Class Number:</b>	16172
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology	EXHIBIT C	

### Classification Function

The purpose of the classification is to configure, install, and maintain the County's telecommunications system which includes telepresence, videoconferencing, and Voice over Internet Protocol (VoIP) systems.

### Distinguishing Characteristics

This is a journey level technical classification with responsibility for ensuring the proper function and availability of County telecommunication services. Employees at this level work under general supervision of a manager level position. Positions at this level receive instruction or assistance as new or unusual situations arise but the incumbent is generally expected to manage projects independently, exercising sound judgment and initiative in accordance with established standards and best practices. This class is distinguished from the Communications Analyst 3 where the latter requires greater expertise, works with more independence, and has responsibility for the work 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.**

- 55% +/- 10%
- Manages the County's telecommunication system software and hardware; monitors server and database health for the VoIP system; installs and maintains VoIP servers; updates phone system software and call directories; maintains fax lines for Rightfax; delivers and installs all VoIP hardware (e.g. phones, switches, running cables); works with telecommunication providers to change analog signal to Session Initiation Protocol for VoIP telephony; analyzes route patterns to ensure call flow; configures 9-1-1 route patterns and gateways via Call Manager; repairs telecommunication infrastructure in County buildings (e.g. wiring and jacks); creates reports for inter- and intra-department analysis regarding installs, training, and configurations; troubleshoots any issues with the County's VoIP system; analyzes agency's needs and makes recommendations for updates and changes as related to the Voice Environment.
- 20% +/- 10%
- Manages the call center software for County social services; configures and performs backups on the call center software; installs and maintains the call center software; creates reports for departments regarding call center activity; performs system backups on call center servers; troubleshoots issues with call center software or telecommunication issues.
- 20% +/- 10%
- Monitors Cherwell ticketing system for service and incident requests; addresses end-user issues; resolves ticket requests in the ticketing system.

5% +/- 2%

- Configures and performs backups of voice servers; configures and performs backups for call recording servers.

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

- Associate degree in computer/communications system infrastructure with three (3) years of experience in configuration, installation, maintenance, repair of communication systems infrastructure and administration of Cisco Systems, or an equivalent combination of education, training and experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Unrelated associate degree	4 years
Related associate degree	3 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	1 year
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	1 year

*Related degree fields:* computer science, electrical engineering, network engineering, information technology.

*Related experience:* POTS lines, phone line wiring, punching down wires, toning lines.

**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 and install a variety of office machines and equipment including computers, peripheral equipment, multifunction printer, network switches, network testing equipment, and telecommunication equipment.
- Ability to crawl, crouch, bend, twist, and push, pull, and lift up to 50lbs (with assistance).
- Ability to operate a variety of hand tools (e.g. power drills, wire cutters, pliers) for the installation and maintenance of telecommunication devices (e.g. telephones, ethernet switches, VoIP servers).

**Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Technology Requirements**

- Ability to operate a variety of software and databases including call accounting and reporting software (Infortel); call control and session management platforms (CISCO Unified Environment), call security software (Securelogix), information technology service management software (Cherwell), spreadsheet software (Microsoft Excel), telepresence software (Cisco Telepresence) videoconferencing software (WebX), and word processing software (Microsoft Word).

### **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 impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, data point chart, agency phone list, Direct Inward Dial (DID) porting lists, user requests, call flow reports, phone traffic records, voicemail recordings, SIP cube list, architectural drawings, account lists, Visio network documentation, and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including computer software and reference manuals, manuals, and technical information documents.
- Ability to prepare phone usage/call flow reports, expense sheets, purchase orders, usage reports, number lists, account lists, work orders, user guides, scrap/end-of-life lists, help-desk tickets, inventory lists, emails, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic electrical and electrical engineering terminology and language.
- Ability to communicate with County employees, IT department employees, supervisors, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to dust or electrical currents.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ECM Systems Analyst	<b>Class Number:</b>	16471
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology	EXHIBIT D	

### Classification Function

The purpose of this classification is to direct and manage the activities and operations for Enterprise Content Management (ECM) projects and production support for OnBase or similar systems in use by the County. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

### Distinguishing Characteristics

This is a technical journey level classification working under the general direction of an IT Manager and responsible for the administration and project execution within the ECM system. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and incumbents are generally expected to manage projects independently, exercising sound judgment and initiative in accordance with established standards and best practices. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

### 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%

- Writes software code for changes to the ECM system and reviews new configuration; participates in project meetings to gather business and technical requirements for stakeholders' needs; performs critical analysis of customer requirements, workflows, reporting, regulation, and other business requirements; designs, configures, and optimizes system workflows to improve processes and operational efficiency; participates in integration initiatives to enhance platform functionality; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.

25% +/- 10%

- Provides support to system end-users; diagnoses, troubleshoots, and resolves error affecting system performance; creates ECM/SQL reports for business management and end-users; develops training guides and reference materials for business end-users; provides ECM training to end-users (employees and management); responds to inquiries regarding ECM system and provides expert advice to management, IT staff, and end users; manages user accounts, permissions, and security roles to ensure appropriate access.

20 +/- 10%

- Maintains the health of the ECM system and servers to ensure optimal performance, stability, and availability; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software, database server migrations, and infrastructure changes; monitors usage and system health metrics to resolve issues or optimize software; works with external vendors to resolve any issues; develops security policy for systems.

5% +/- 2%

- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise; maintains required certifications; documents business and technical procedures.

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

- Bachelor’s degree in information systems, computer science, or related field with three (3) years of experience with (2) years using OnBase or similar enterprise content management systems in use by the County or an equivalent combination of related training or experience.

Highest degree of education attained	Experience required
High school diploma/GED	9 years*
Unrelated associate degree	9 years*
Related associate degree	5 years*
Unrelated bachelor’s degree	5 years*
Related bachelor’s degree	3 years*
Unrelated master’s/doctoral degree	5 years*
Related master’s/doctoral degree	3 years*

*\*The two years of OnBase experience or similar systems in use by the County is required and cannot be substituted.*

*Related degree fields:* engineering, computer engineering, information systems and technology, management information systems, data analytics, computer science, business analytics, software engineering and development, data modeling, user experience design.

*Related work experience:* ECM system configuration, gathering system requirements, writing system documentation, complex IT system configuration/management, IT technical support, system testing, ECM system development, applications programming/development, IT-related business process analysis.

- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA). Other certifications may be required based on the ECM systems in use by the County.

**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 as well as servers and scanners.

### **Technology Requirements**

- Ability to operate a variety of software and databases including database management software (Microsoft SQL Management Studio), email software (Microsoft Outlook), the ECM Platform (OnBase Configuration Studio, OnBase Web and Application Server) or any other ECM system in use by the County, programming languages (C#, HTML, SQL) spreadsheet software (Microsoft Excel), word processing and/or text editing software (Microsoft Word, Notepad ++).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including access request forms, requirement/design documents, support tickets, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, HIPPA guidelines, departmental policies and guidelines for software solutions.
- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, procedure documents, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer engineering terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other IT technical staff.

### **Environmental Adaptability**

- Work is performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Systems Analyst	<b>Class Number:</b>	16102
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology	EXHIBIT E	

### Classification Function

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

### Distinguishing Characteristics

This is a technical journey level classification responsible for assisting with the design, planning, testing, monitoring, and administering of an assigned department's information systems as well as gathering requirements, writing documentation, providing training, and assisting with change management. Positions at this level work under general direction from a unit manager and receive only occasional instruction or assistance when new or unusual situations arise. Incumbents are generally expected to manage projects independently, exercising sound judgment and initiative in accordance with established standards and best practices. This class requires extensive knowledge of a specific information system.

### 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%

- Assists in the designing, planning, and executing of system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; analyzes and documents business requirements; analyzes and develops system enhancements, upgrades, and modifications; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); participates in preparing documentation for RFPs; conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals, resource allocation, and milestones for project completion; submits project proposal to IT management for approval; recommends and implements process improvements.

30% +/- 10%

- Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team; creates and updates documentation and workflow.

20% +/- 10%

- Develops solutions for user needs; identifies, analyzes, and resolves customer technical and functional issues; configures information systems; builds reporting solutions; performs data extracts for information requests; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solutions (e.g., internal database administrators, coders, business analyst); automates repetitive processes using programming languages.

20% +/- 10%

- Provides continued end-user support for the system; directs configuration and security requirements; manages user roles and permissions; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

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

- Bachelor’s degree in computer science or a related field with six (6) years of computer information systems experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	10 years
Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated bachelor’s degree	7 years
Related bachelor’s degree	6 years
Unrelated master’s/doctoral degree	4 years
Related master’s/doctoral degree	3 years

*Related degree fields:* computer science, computer engineering, information systems and technology, management information systems, business analytics, data analytics, software engineering and development, programming, data modeling, data science, user experience design, computer and security technology, network security, information security, engineering, geography, mathematics, physics.

*Related work experience:* computer information systems, project management, project management toolsets (DevOps, JIRA, Confluence), machine learning, artificial intelligence, IT Service Management (Cherwell), system/process automation (Microsoft Power Apps), platform configuration and administration (Salesforce or similar CRM, DocuSign), database administration (Oracle, SQL, MongoDB, MySQL), T/PL-SQL, database design, data modeling, database data manipulation, data management, operating systems (Windows, Unix, Linus, iOS, Android, etc.), technical writing (specifications, documents, process/work flows, procedures, training, testing [e.g., Visio]), import/export scripting, SQL script maintenance, application support, application user security, system analysis, report creation/support (SQL, SSRS, Cognos, geographic information systems [GIS, Esri Suite/ArcGIS], Crystal, Tableau, Power BI), workflow management, application development/programming (C#, Visual Basic, Python, JavaScript, jQuery, Kendu UI, Go, Java, PHP, HTML, CSS, Node.js, JSON, API), source control (Git, TFS), troubleshooting.

*Certifications:* relevant certifications are equivalent to six (6) months of the experience requirement. Certifications must be in a current information technology field as deemed relevant by the hiring managers (e.g., Application Development, Analytics, Microsoft, ITIL/ITSM, Cisco, GISP, Linux, VMWare, CompTIA, etc.).

## Information Systems 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 including personal computers, servers, mainframe, printers, and scanners.

### **Technology Requirements**

- Ability to operate a variety of software tools including email software (Microsoft Outlook), assigned department informational system/s (e.g., SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, Tableau, Power BI, Microsoft Publisher, IBM Cognos, SSRS), spreadsheet software (Microsoft Excel/Word processing or script editing software (Microsoft Word, Notepad++), and databases including database management software (Microsoft SQL Management Studio).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees.
- Ability to provide instruction and training to other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize the principles of algebra and descriptive and inferential 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including department-specific report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, system diagnostic reports, functional procedures and specifications, statement of work, log files, process flowchart, Cherwell tickets, source materials, requests for proposals, data dictionary, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, use cases, request for proposals (RFPs), statements of work, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer system terminology and computer programming languages.

## Information Systems Analyst

- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, other County employees and departments, consultants, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Technology Project Manager	<b>Class Number:</b>	16091
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology	EXHIBIT F	

### Classification Function

The purpose of the classification is to coordinate, document and manage projects throughout the project life cycle. Employee oversees and communicates project plans, status, contractual obligations, resources and expenses, and timelines and budgets.

### Distinguishing Characteristics

This is a project manager level classification that receives direction from department management. The employee in this class is expected to exercise discretion in applying policies and procedures, to resolve organizational and service delivery problems, and to ensure that assigned projects and 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%

- Plans, organizes, oversees, and coordinates projects to ensure that requirements are met and that projects are completed on time and on budget; creates the project work plan, describing how the project will be managed; continuously reviews project work plan and documents including the budget, capturing contractual obligations, resources, and equipment and material expenses; creates the project schedule, setting critical path and base time lines for the project duration; communicates through regular status meetings where such activities are reviewed, documented, and discussed among the project team, customers, and stakeholders; reviews procedures and status reports for compliance with standards and adherence to plans, objectives, and schedules; keeps administration informed of status of projects; documents lessons learned at project completion; manages project tasks, milestones, deliverables, issues, risks, resource allocation, and budget spending; uses project management tools to monitor project progress and adjusts plans as necessary.

30% +/- 10%

- Creates and maintains project documentation (e.g., project plans, charters, schedules, logs, charts, transition plans, budgets, and change management plans) according to specific project requirements that may include specific detailed documents, wireframe drawings, charts, reports, and/or presentations; reviews and updates project documentation for updating, versioning, disseminating and archiving on a continual basis; creates project budget documentation used to track all contractual obligation, resource, and equipment and material expenses; reviews and updates project budget on an ongoing basis.

20% +/- 10%

- Creates, updates, maintains, and executes a variety of project related plans and procedures such as a Risk Plan, Issue Resolution/Escalation Plan, Communication Management Plan, Document Management Procedures, and Quality Management Plan; reviews, documents and logs plan status, results and issues.

10% +/- 5%

Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology.

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

- Bachelor’s degree in business administration, computer science, or a related field and three (3) years experience in project management; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	6 years
Related associate or unrelated bachelor’s degree	5 years
Related bachelor’s degree	3 years
Unrelated master’s/doctoral degree	3 years
Related master’s/doctoral degree	2 years

*Related degree fields:* computer science, business administration, information technology, finance, accounting, computer programming, computer engineering, business management.

*Related work experience:* information technology

**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 and database including email software (Microsoft Outlook), presentation and diagram software (Microsoft PowerPoint, MS Publisher, MS Visio), project tracking software (Microsoft Project, JIRA, Confluence, Smart Sheet), spreadsheet software (Microsoft Excel), teleconferencing software (WebEx, MS Teams), word processing software (Microsoft Word).

**Supervisory Responsibilities**

- No supervisory responsibilities required.

**Mathematical Ability**

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

### **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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including contracts, project intake requests, vendor proposals, purchasing solicitation worksheets, statement of work, billing invoices, spreadsheets, project documentation, flow chart diagrams, work orders, network diagrams, and other reports and records
- Ability to comprehend a variety of reference materials and manuals including the Employee Handbook, project management policies and procedures, Ohio Revised Code, and County processes and procedures.
- Ability to prepare status reports, project charter, scope of work, procedures, change request forms, change logs, work plans, project schedules, logs, budgets, plans, reports, diagrams, manuals, kick-off presentations, RAID logs, RACI charts, change management plans, post-implementation review presentations, lists, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the department, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret contract, legal, accounting, and network terminology and language.
- Ability to communicate effectively with coworkers, supervisor, project teams, vendors, stakeholders, and other departments.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, CECOMS	<b>Class Number:</b>	12104
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Public Safety and Justice Services	EXHIBIT G	

### Classification Function

The purpose of this classification is to provide overall management and supervision over the operations of the Cuyahoga Emergency Communications System (CECOMS) Call Center and various special projects.

### Distinguishing Characteristics

This is a management-level classification with responsibility for directing the CECOMS Call Center. This classification works under administrative direction of the PSJS Deputy Director. Duties require the assessment and resolution of operational, technical, administrative, and management issues related to CECOMS. The incumbent contributes to the formation of CECOMS operations policies and procedures and exercises discretion in addressing organizational issues according to applicable policies and procedures while ensuring that operations meet time and quality objectives.

### 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%

- Manages and plans the operations of the CECOMS Call Center; monitors and recommends changes to the annual operating budget; develops and maintains the operations manual and standard operating guidelines (SOGs); participates in changes to policies and procedures; manages the countywide 9-1-1 system, as described in the *Cuyahoga County 9-1-1 Plan*; coordinates 9-1-1 operations; prepares RFPs, RFIs, RFQs; leads and participates in the design, development, and implementation of special projects including conducting planning meetings, proposal development, and selection of vendors; monitors vendor contract performance; analyzes personnel, operations, and equipment issues and makes recommendations to resolve problems; coordinates the design, implementation, operation, and governance for countywide public safety agency interoperability; stays informed regarding and ensures Center's compliance with local, state, and federal regulations and policies and recommended industry standards.

20% +/- 10%

- Acts as liaison between local dispatch and wireless call centers, first responder agencies, and other local, regional, and state agencies; provides system user agencies with assessment of and resolution on 9-1-1 system problems and requested enhancements; oversees the CECOMS quality assurance program; serves as a liaison between 9-1-1 system agency users and vendors; represents the Department at local, state, and national meetings and events; serves on and supports local committees and boards; oversees provision of mutual aid box alarm system (MABAS) assistance for local first responder agencies; oversees the provision of interoperable communication support for local first responder agencies providing mutual aid at the scene of an emergency incident; provides coordination and participates in the planning and implementation of regional PSAP initiatives as needed; responds to public records requests; disseminates information to the public and media on the use and operation of the County's emergency communications system.

15% +/- 5%

- Supervises and directs the work of assigned subordinate personnel including Operations Supervisors, Quality Assurance Supervisor, and 9-1-1 Coordinator; 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; attends union contract negotiations and labor-management committee meetings.

10% +/- 5%

- Oversees the maintenance of the 9-1-1 database and all equipment associated with the 9-1-1 system; maintains current knowledge regarding trends in 9-1-1 infrastructure, call-taking, and dispatch equipment, land-mobile radio equipment, and other public safety communications equipment to ensure that the CECOMS call center is technologically optimized.

5% +/- 2%

- Develops, conducts, and assists with informational lectures and planning for public safety communications, first responder, and emergency management agencies, and the County Emergency Services Advisory Board; plans training programs including developing objectives and coordinating production of training materials; oversees Countywide Emergency Medical Dispatch (EMD) Program.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; conducts statistical analysis of CECOMS Center performance data and prepares reports for stakeholders; reviews and approves vendor documentation and payments.

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

- Bachelor's degree in public safety, criminal justice, emergency management, public administration, business, or related field, with seven years (7) of public safety communications, first responder, or emergency management experience including three (3) years of supervisory experience in public safety; or any equivalent combination of education, training, and experience.

Highest degree of education attained	Experience required*
HS diploma/GED or unrelated associate degree	11 years
Related associate degree	9 years
Unrelated bachelor's or graduate degree	9 years
Related bachelor's degree	7 years
Related master's/doctoral degree	5 years

*\*The 3 years of supervisory experience in public safety are required and cannot be substituted.*

*Related degree fields:* criminology, psychology, sociology, public administration. Current or previous State of Ohio certification as a Law Enforcement Officer, Firefighter or EMT/Paramedic.

Manager, CECOMS

*Related work experience:* emergency call taking, dispatch, law enforcement, firefighter, EMT/Paramedic.

- Valid driver's license, proof of automobile insurance, and a vehicle.

### **Additional Requirements**

- Must obtain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six (6) months of hire date and maintain certification for the duration of employment.
- Must obtain certifications as an emergency medical dispatch (EMD) instructor, and in the areas of cardiopulmonary resuscitation (CPR), law enforcement communications, and fire service communications within one (1) year of date of hire and maintain for the duration of employment.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office equipment including a computer and multifunction printer.
- Ability to operate a land mobile radio and dispatch radio console.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Excel), presentation software (PowerPoint), database software (Sharepoint), and emergency management systems (EMRESOURCE, RapidSOS, Flock Safety, ALPR, ReadyNotify), and PDF software.
- Ability to operate a variety of system applications used by first responder agencies to support emergency call-taking, dispatch, computer aided dispatch (CAD), Ohio LEADS, Computer Aided Dispatch (CAD), LEADS, and records management system (RMS) capabilities.
- Ability to use equipment that supports wireless emergency call-taking and dispatch operations.

#### **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**

- 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 personnel documents, 911 System Status Reports, Attendance Records, CAD reports, network designs, SOGs, Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, public records requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Employee Handbook, Code of Federal Regulations, (CFR) with Communications reference, CECOMS Center SOPs, Plans, and SOGs, Federal and State Communications Publications, Collective Bargaining Agreements (CBAs).
- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, memorandum of understanding (MOUs), monthly metric reports, performance evaluations, meeting agendas and minutes, correspondence, 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, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch, law enforcement, and related legal terminology and language.
- Ability to communicate with supervisor, Director, co-workers, subordinates, public safety personnel (including police departments, fire departments, emergency call-takers and dispatchers, local hospitals), other County department directors, various committees, local government officials, consultants, vendors, public safety partners, media, 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.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	18113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works	EXHIBIT H	

## Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

## Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a senior level manager and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Construction, or Facilities Maintenance).

## 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%
- Plans, executes, and manages multiple aspects of design, construction, maintenance, and property maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, tradesmen, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by tradesmen, contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry and County standards, and required laws and applicable codes; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget; participates in planning and negotiating the County's space, real estate, and property needs; facilitates the approval process for leases, property sales agreements, and facility agreements for County real estate needs; coordinates construction and maintenance projects with tradesmen.
- 30% +/- 10%
- Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares, oversees, and/or reviews bid specifications for County projects; conducts pre-bid, preconstruction, and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for

## Senior Project Manager

assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests, construction change directives, and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, compliance with standards and codes, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; prepares and/or maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); prepares land acquisition documents for County projects; reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents, right-of-way permits, and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) and Cuyahoga County Universal Design Standards (UDS) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies; prepares grant funding applications for capital improvement projects.

10% +/- 5%

- Performs supporting administrative responsibilities; maintains records in appropriate databases; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; tracks project progress and financial expenditures, responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

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

- Bachelor's degree in civil engineering, architecture, interior design, business administration, or a related field with six (6) years of related experience; or any equivalent combination of training and experience as defined in the table below.

Highest degree of education attained	Experience required
High school diploma/GED	10 years
Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	6 years

## Senior Project Manager

Unrelated master's/doctoral degree	6 years
Related master's/doctoral degree	5 years

*Related degree fields:* civil engineering, architecture, interior design, business administration, surveying, any STEM program, any humanities program.

*Related work experience:* broad-spectrum project management, program management, contract management, service management, military public works engineering, ODOT inspection, surveying.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).
- Ability to sit, stand, walk, balance, climb, crawl, crouch, bend, and twist.

#### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft® Word), spreadsheet software (Microsoft® Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD®, Autodesk® Revit), project management software (Microsoft® Project), data entry software (Infor Lawson, OnBase), electronic mail software (Microsoft® Outlook).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, tradesmen, and contractors and to maintain standards and compliance with applicable codes.

#### **Mathematical Ability**

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

#### **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.

## Senior Project Manager

- Ability to comprehend a variety of informational documents including RFPs, RFQs, contracts, budgets, estimates, construction and building permits, leases, invoices, architectural and engineering plans and specifications, project plans, field reports, project amendments, construction change directives, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, right-of-way plans, deeds, property appraisals, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, Cuyahoga County Universal Design Standards, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, EPA codes, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project comments, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime reports, right of way permits, real estate documents, and other job 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 basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, unions, utility companies, inspectors, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, government officials, other County departments and agencies, local agencies, directors, consultants, stakeholders, other County employees, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, uneven walking surfaces, changes in levels, noise extremes, vibrations, traffic hazards, and machinery.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Superintendent, Building Maintenance	<b>Class Number:</b>	15082
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Public Works	EXHIBIT I	

## Classification Function

The purpose of this classification is to oversee building maintenance and custodial services for all assigned County buildings, and to supervise Supervisor, Building Maintenance and Supervisor, Custodial Worker.

## Distinguishing Characteristics

This is a management-level classification with responsibility for supervising Supervisor, Custodial Workers, Supervisor, Building Maintenance, and other assigned staff in the daily operations of performing general building maintenance, alteration, or repair in all assigned County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class requires a higher level of experience than the Supervisor, Building Maintenance class and has broader managerial and supervisory 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.**

- 45% +/- 10%
- Oversees and performs general building supervision and maintenance duties; makes daily rounds with site supervisors; inspects buildings and grounds for cleanliness, repairs, quality control issues, and safety issues; monitors projects through completion; assures availability of proper equipment for all tasks; coordinates with outside contractors, vendors, and tradesmen; inspects and maintains equipment such as vacuums, floor scrubbers, power washers, carpet cleaners, and snow removal equipment; operates equipment to perform building maintenance duties or to demonstrate proper operation.

- 20% +/- 10%
- Supervises and directs the work of Supervisor, Building Maintenance, Supervisor, Custodial Workers and other 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; participates and contributes to the process of renegotiating Custodial Union Contract; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 5% +/- 2%
- Performs safety inspections of building facilities and maintenance activities; assists with building health and safety inspections and maintains records; assists with resolving health and safety

## Superintendent, Building Maintenance

violations; observes staff to ensure that proper safety precautions are followed; remains on call and acts as first response to building issues and emergencies; participates on building security committee.

30% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; meets with supervisor to discuss problems and concerns; prepares, reviews, and submits work orders/work order requests; maintains records of completed work orders; reviews costing sheets; places inventory and supply orders.

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

- High School diploma or vocational or technical training in building trades with five (5) years of building maintenance experience including two (2) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	5 years
Any associate degree	4 years
Any bachelor's degree or higher	3 years

\*each education level requires two (2) years of supervisory experience

*Related work experience:* custodial experience, building inspection, health and safety inspections, maintaining and inspecting equipment, building supervision, housekeeping, facility management

- Valid driver's license and proof of automobile insurance.

### 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.
- Ability to operate a variety of motorized equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader, power jack, and tow motor.
- Ability to stand and walk for a prolonged period of time, ability to bend or twist, and ability to climb.

#### Technology Requirements

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

Superintendent, Building Maintenance

### **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 other employees.
- Ability to recommend and act on the discipline or discharge of other 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, payroll documents, equipment maintenance records, building maintenance reports, work order requests, blueprints, inspection reports, time adjustment forms, costing sheets, material data and safety sheets, employee requests for time off, employee evaluations, costing sheets, billing invoices, mileage logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including building trades publications, Ohio Revised Code, union contracts, OSHA Safety Regulations, equipment owner's manuals, and the Employee Handbook.
- Ability to prepare monthly building reports, payroll documents, performance evaluations, attendance records, mileage reports, costing sheets, AWOL reports, equipment and supply inventories, work orders, incident reports, accident forms, 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, and to follow instructions.
- Ability to use and interpret basic legal, basic engineering, electrical, and mechanical repair terminology and language.
- Ability to communicate with supervisors, directors, tradespeople, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and outdoors.

## Superintendent, Building Maintenance

- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, wildlife, wetness and humidity, bodily fluids, machinery, traffic hazards, bright or dim lights, and smoke, dust, and pollen.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Time and Attendance Officer	<b>Class Number:</b>	14181
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Human Resources	EXHIBIT J	

### Classification Function

The purpose of this classification is to assist the Administrator, Time and Attendance with preparing and maintaining payroll for an assigned functional area.

### Distinguishing Characteristics

This is a journey-level position that is responsible for reviewing and authorizing payroll for an assigned group of employees. Employees in this classification work under direct supervision from the Administrator, Time and Attendance and are generally expected to manage work independently, exercising judgment within well-defined policies and procedures. The incumbent reviews and audits the payroll register based on independent interpretation of language in the Employee Handbook and Collective Bargaining Agreements.

### 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%

- Audits, compiles, and processes the organization’s payroll information and computer system payroll reports for accuracy; reviews hours, rates, and calculated wages by employee; analyzes and authorizes biweekly payment register; compares and reconciles HR time records with Fiscal Office pay records (e.g., hours worked, hours on leave, unpaid time, premium pay, allowances, furlough/work reduction) and deductions (e.g. taxes, benefits, voluntary enrollments, union dues, charity choice, repayments); updates time and/or payment records as necessary (e.g., marks time as worked, adjusts payment of overtime versus accrual of compensatory/exchange time); marks unfinished time entries for employee’s supervisor to review; applies an understanding of FLSA, taxability, and pensionability (OPERS) rules; identifies and resolves payroll issues with County employees, supervisors, managers and directors, union representatives, Child Support representatives, Law Department attorneys, etc.

15% +/- 5%

- Determines applicable pay and writes calculations according to applicable calculation group rules (i.e., applicable provisions of Handbook, CBA, or other policy), including deductions, taxes, on-call pay, call-in pay, incentive earnings, overtime, sick pay, and holiday pay; assigns and audits configuration of standard time records (e.g., setting up the employee for automatic application of proper longevity pay, uniform allowance, tool allowance, bilingual premium, unit assignment premium, certification premium, lead assignment premium); submits pay rate changes according to CBA provisions, such as union step increase; creates and assigns employee work schedule and time-clock parameters to ensure that regular and overtime hours are calculated properly according to FLSA requirements and calculation group rules; terminates employee direct deposits at separation; calculates final PTO payouts for terminated employees.

15% +/- 5%

- Determines, calculates, and processes irregular or special payments involving complex calculations such as retroactive payments, legal settlement agreements, separation payouts, and FLSA status change payouts; adjusts leave balances and makes manual leave payouts; tracks and adjusts employee dates of service, leave accrual rates, and balances based on prior service awards; maintains employee dates of record in employee profile; coordinates use of FMLA, parental leave, use and credit of donated leave, approved unpaid leave of absence status, military leave, and attendance records; monitors and coordinates benefits payment arrears after returning from leave of absence.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; works on special projects within the department.

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

- Associates degree in finance or related field with three (3) years of time and attendance, payroll processing, or human resources experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Unrelated associate degree	4 years
Related associate degree	3 years
Unrelated bachelor’s degree	3 years
Related bachelor’s degree	2 years
Any master’s/doctoral degree	2 years

*Related degree fields:* business administration, public administration, accounting, analytics, human resources

**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 and databases including database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (INFOR, Lawson S-3).

### **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 timesheets, payroll register, INFOR reports, requests for leave of absence, legal settlement agreements, leave donation forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreements, Ohio Revised Code, Family Medical Leave Act, State and Internal Audit recommendations, and Department of Labor policies.
- Ability to prepare time and attendance reports, respond to unemployment claim forms, employment verification forms, Public Student Loan Forgiveness Forms (PSLF), service letters, deferred compensation statements, accumulated time payout forms, and other job-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 human resources terminology and language.
- Ability to communicate with management, supervisor, internal and State auditors, other County employees, union leadership, bank associates, and insurance carriers.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Wellness Coordinator	<b>Class Number:</b>	14081
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources	EXHIBIT K	

### Classification Function

The purpose of this classification is to plan, develop, implement, and assess total well-being programming and initiatives designed to educate, engage, and promote healthy lifestyle choices for Cuyahoga County employees. This is accomplished by creating awareness, motivating, and providing tools to County employees and their dependents that assist them in adopting and maintaining a healthy lifestyle.

### Distinguishing Characteristics

This is a journey level classification with responsibility for training, motivating, and bringing awareness to County employees on the topic of health and wellness. The employee works under direct supervision of the HR Director – Employee Benefits and is expected to maintain health and wellness expertise, independently exercise judgment in performing work, and ensure that assigned activities are planned and 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 of a similar nature may be required and assigned.**

45% +/- 10%

- Develops, coordinates, assesses, and implements activities and events in collaboration with the HR Director – Employee Benefits to foster wellness for Cuyahoga County employees and their dependents; plans and coordinates Countywide wellness events (e.g., biometric screenings, flu shot clinics, etc.); conducts and coordinates onsite and online group educational classes or presentations; participates in health food choices with vending machine suppliers; recruits, informs, and directs wellness champions and committee members; monitors wellness email account and responds to inquiries; delivers presentations to employees on the wellness program; creates and/or coordinates creation of various communications (emails, flyers, home mailers, publications, etc.) about available wellness program events and activities; orders and distributes wellness program prizes, incentives, and giveaways; monitors assigned budget utilized for wellness program incentives; manages and participates in the Wellness Committee; attends trainings to stay abreast of wellness best practices.

20% +/- 10%

- Collaborates with vendors and other County departments to provide services to meet the goals of the wellness program; provides direction to vendors for program design and deployment for a new or continuing wellness program or activity; assists with resolving wellness platform issues by coordinating between employees and wellness vendors; coordinates with the Communications department on sending out wellness event and program information; reviews and makes recommendations for Requests for Proposals regarding vendor services to support the wellness program.

15% +/- 5%

Develops the strategies and goals of the wellness program in coordination with HR management; attends meetings and communicates the ongoing execution of the wellness program to stakeholders; informs management on the latest trends in organizational wellness and other best practices.

## Wellness Coordinator

15% +/- 5%

- Collects data and creates reports on the effectiveness of the wellness program; tracks wellness activities and participation; sends out event follow-up surveys; aggregates and calculates survey results; analyzes data to help determine the usability and effectiveness of the program, financial impact, and progress on program's goals.

5% +/- 2%

- Oversees equipment and operations for County Wellness Centers; works with vendors to decide on equipment and floor-set up plan for new wellness centers; coordinates with environmental health and safety team to ensure wellness centers meet standards; creates work orders to address issues in wellness center physical spaces; ensures appropriate safety signage and set-up in wellness centers; physically monitors equipment at wellness centers to ensure equipment upkeep and cleanliness.

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

- Bachelor's degree in health and wellness, health promotion management, exercise science, physical education, nutrition, marketing, business administration, or a related field of study with three (3) years of experience in professional communication, planning and facilitating programming, and developing and presenting organizational presentations; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	7 years
Related associate degree	5 years
Unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Unrelated graduate degree	3 years
Related graduate degree	1 year

*Related degree fields:* health education, health sciences, communications, human resource management, public health.

*Related work experience:* delivering and coordinating wellness, health or fitness programs.

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### 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.

Wellness Coordinator

### **Technology Requirements**

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

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of 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 surveys, benefits packages, wellness data, annual incentive report, wellness center floor plans, vendor contracts, vendor billing, sign in sheets, budgets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, purchase orders, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret human resources and health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, other County employees and departments, County employee's dependents, vendors, 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.*

# County Council of Cuyahoga County, Ohio

## Resolution No. R2026-0008

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Jason Joyce to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2027 and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

**WHEREAS**, the Cuyahoga County Community-Based Correctional Facility provided a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

**WHEREAS**, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members, and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board; and

**WHEREAS**, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

**WHEREAS**, the County Executive has nominated Jason Joyce (replacing Scott Osiecki) to serve on the Cuyahoga County Community- Based Correctional Facility Governing Board for the unexpired term ending 12/31/2027.

**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 Jason Joyce (replacing Scott Osiecki) to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the unexpired term ending 12/31/2027.

**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: January 13, 2026  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

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



December 31, 2025

Dale Miller, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: *Cuyahoga County Community-Based Correctional Facility Governing Board*

Dear President Miller,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Community-Based Correctional Facility Governing Board:

- **Jason Joyce, 3-year term, 1/1/2025 - 12/31/2027**
  - o Filling the remainder of Scott Osiecki's 3-year term
  - o Resides in Cleveland, Cuyahoga
  - o Currently serves on the following government, private, or non-profit board or commissions:
    - Cuyahoga County Corrections Planning Board, Cuyahoga County One Ohio Region 3 Advisory Board

The Cuyahoga County Community-Based Correctional Facility Governing Board is authorized by O.R.C. Section 2301.51. The purpose of the CBCF is to provide a local alternative to a prison sentence for offenders who have the potential to be rehabilitated through local punishment, work, and education. While protecting society through incarceration, the facility shall also rehabilitate offenders by providing local community work service and programs instilling self-discipline, solid work habits, and self-respect. Concurrently, the CBCF will provide education with respect to drugs, alcohol, and mental health as needed to improve the prisoners' chances for a successful and law-abiding reentry into the community. The CBCF consists of 12 members, with each member serving a staggered, 3-year term.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 4 candidates on file 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 Christopher Alvarado in my office at 216-348-4239.

Sincerely,

Chris Ronayne  
County Executive



## Experience

### CEO; ADAMHS Board of Cuyahoga County, Cleveland, OH 2025 - Current

*The ADAMHS Board of Cuyahoga County plans, funds, and oversees a comprehensive system of mental health and addiction services to ensure residents have access to quality care and support.*

- Appointed Chief Executive Officer of the ADAMHS Board of Cuyahoga County, leading a public behavioral health system and overseeing countywide strategy, funding, and service delivery for mental health and addiction services.
- Launched a comprehensive organizational review of internal operations, provider contracts, and community investments to prepare for the full CY2027 RFP and align funding with system needs and performance.
- Began restructuring governance, stakeholder engagement, and cross-system partnerships

### President and CEO; Hitchcock Center for Women, Cleveland, OH 2020 - 2025

*Hitchcock Center for Women is an innovator in residential treatment and recovery housing for women, being one of the only providers in the state that allows children to stay with mothers in treatment onsite.*

- Secured \$27 million in funding for a new debt-free facility to expand residential treatment and recovery housing services.
- Increased cash reserves by \$4.3 million in four years, including \$800,000 in the first year.
- Raised over \$400,000 in new grant funding within the first four months of appointment.
- Developed and led implementation of a new strategic plan with the Board of Directors.
- Strengthened partnerships and referral pipelines through strategic outreach across Northeast Ohio.
- Restructured the Quality Improvement team, enhancing compliance and performance metrics.
- Increased average residential census by 40%.
- Chaired multiple regional and state-level committees, including for the Council of Agency Directors, the Mental Health & Addiction Advocacy Coalition and the Ohio Association for Recovery Providers.

### Chief Clinical Officer; Recovery Resources, Cleveland, OH 2019 - 2020

### Senior Director of Clinical Services; Recovery Resources, Cleveland, OH 2016 - 2019

*Recovery Resources is a leader in Northeast Ohio for prevention education, treatment, and recovery services for individuals impacted by mental illness and/or addiction, with an operating budget of over thirteen million dollars.*

- Successfully led Behavioral Health Redesign implementation, ensuring full compliance and billing capability on day one.
- Directed the integration of Recovery Resources into MetroHealth, including EHR transitions and systems alignment.
- Redesigned IT infrastructure to improve compliance and operational efficiency.
- Optimized staff structures, increasing productivity and contributing to \$1 million in additional revenue.
- Led a multidisciplinary team of 150+ across psychiatry, nursing, counseling, business development, IT, and facilities.
- Increased occupancy in 57 housing units serving individuals with mental health and substance use disorders.
- Managed a \$9.5 million division budget and 154 person staff.

Division Director of Foster Care and Adoption; Bellefaire JCB, Shaker Heights, OH 2014 - 2016

*Bellefaire JCB is among the nation's largest, most experienced child service agencies providing a variety of behavioral health, substance abuse, education and prevention services, with an operating budget of over \$40 million dollars.*

- Turned a division operating at a deficit into a \$100,000 surplus within eight months.
- Streamlined staffing and procedures to enhance efficiency and improve care delivery.
- Doubled the number of licensed foster care homes, expanding community access.
- Managed a \$2.3 million division budget.

Director of Outpatient Services; Bellefaire JCB, Shaker Heights, OH 2012 - 2014

- Reduced annual program deficit by \$110,000 within ten months.
- Improved service delivery by transitioning to a PRN therapist model.
- Doubled the number of substance use clients by enhancing intake screening processes.
- Supervised 35+ clinicians and managed \$550,000 in program revenue.

Substance Abuse Team Supervisor; Bellefaire JCB, Shaker Heights, OH 2010 - 2012

- Led the ICT program, reducing juvenile justice placements in Cuyahoga County.
- Maintained exemplary audit results through accurate program documentation oversight.

ICT Therapist; Child Guidance & Family Solutions, Cuyahoga Falls, OH 2006 - 2010

*Child Guidance & Family Solutions is the provider of choice in Summit County, Ohio for mental, emotional, and behavioral healthcare for families.*

- Delivered evidence-based co-occurring treatment to reduce out-of-home placements.

## Education

M.Ed. Community Counseling - Kent State University

B.A. Psychology - Ohio University



- Home
- Secretary LaRose & the Office
- Elections & Voting
- Campaign Finance
- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

# VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
<a href="#">JASON MACKALL JOYCE</a>	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.



## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

**N/A**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Cuyahoga County Community-Based Correctional Facility Governing Board**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**N/A**

- 2.3 The specific term of office during which the candidate would serve;

**1/1/2025 - 12/31/2027**

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**Appointment**

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

**Scott Osiecki**

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7** A cumulative list of individuals who applied for the position;

**Jason Joyce, Melissa Williams, Cameron Racut, Katherine Gould**

- 2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga**

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Cuyahoga County Corrections Planning Board, Cuyahoga County One Ohio Region 3 Advisory Board**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No ethics opinion was requested or issued.**

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

### **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2026-0009

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Sue Biagiанти to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2026 – 12/31/2028; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

**WHEREAS**, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

**WHEREAS**, the Western Reserve Area on Aging Board of Trustees is composed of twenty-one (21) members who serve three (3) year terms; and

**WHEREAS**, 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 County Executive has nominated Sue Biagiанти to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2026 – 12/31/2028.

**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 reappointment Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2026 – 12/31/2028.

**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: January 13, 2026

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

Journal \_\_\_\_\_

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



December 31, 2025

Dale Miller, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: *Western Reserve Area Agency on Aging Advisory Board of Trustees*

Dear President Miller,

I am pleased to nominate the following individual for re-appointment to the Western Reserve Area Agency on Aging Advisory Board of Trustees:

- **Sue Biagianti, 2-year term, 1/1/2026 - 12/31/2028**
  - Resides in Lyndhurst, Cuyahoga
  - Currently serves on the following government, private, or non-profit board or commissions:
    - Western Reserve Area Agency on Aging (Chair, Community Services and Support Committee)
    - Council Gardens (Chair, Behavioral Health Committee)

The Western Reserve Area Agency on Aging Advisory Board of Trustees is authorized by O.R.C. Chapter 173. The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina. The Board consists of 23 members – four appointed by the Cuyahoga County Executive; one each appointed by the counties of Geauga, Lake, Lorain and Medina; two ex-officio members; and thirteen at-large members appointed by the trustees.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. The nominee's resume and/or bio are attached for your review. There are 6 candidates on file for this position.

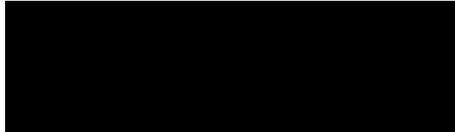
Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a large initial "C" and "R".

Chris Ronayne  
County Executive

**Sue E. Biagianni, LISW**



**Profile:** Highly skilled human services management professional. Proven track record of program development and expansion in the senior service area. Self-starter who can work independently and as a team member to accomplish organizational goals.

**Summary of Experience:**

- Analysis and problem solving
- Program design and implementation
- Budget preparation and implementation
- Staff communication, supervision, morale and team building
- Clinical counseling and supervision
- Data driven management
- Management of day to day operations
- Grant writing

**Professional Experience:**

Jewish Family Service Association, Cleveland, Ohio

1970-2010

*Director, Older Adult Services*

1993-2010

Provided strategic vision and operational direction for creation and operation of the Department of Maturing Family Services a comprehensive senior services program with an operating budget in excess of \$2.6 million serving over 2,000 seniors. Established and maintained successful contracts with all funding sources. Provided program evaluation and continuous quality improvement of services. Represented agency and department goals and objectives in the community regarding services to seniors. Played key roles in fundraising, marketing, and development of business partnerships for program operations and revenue generation.

- Created, developed and directed a home care program which was spun off into an independent department
- Created, developed and secured initial grants in excess of \$5 million for elderly Holocaust survivors, resulting in a yearly program of \$780,000 serving over 900 survivors
- Guided growth of an emergency response program to 800+ subscribers and generating almost \$1 million dollars of income
- Grew a home delivered meals program from 250 to 500 clients, serving over 135,000 meals each year, in a 2.5 year period generating \$750,000 in yearly revenue
- Developed a ‘civic engagement’ program for 55+ individuals, training them as respite caregivers for low-income individuals in the community, as part of the University of Maryland’s Legacy program.

*Associate Director, Clinical Practice for Geriatrics*

1990-1993

Responsible for developing and overseeing delivery of counseling/case management services to seniors and their families, including an Alzheimer’s Respite Care Project and supportive safety services. Provided staff development and clinical supervision of a grant funded multi-agency program to coordinate service in the Community to seniors.

- Secured provider status in the PASSPORT program for counseling, meals, home care and emergency response system services
- Secured yearly funding for guardianship services for seniors

- Conceptualized and implemented the Eldercare Department into the fully developed Older Adult Services Department

*Clinical Supervisor/Clinical Social Worker: 1970-1990*

Supervised clinical staff, the Director of Volunteers, and social work students.  
Provided clinical social work services with a specialization in direct treatment of children and families.

**Education:**

Case Western Reserve University, School of Applied Social Sciences  
MSSA  
Binghamton University, Harpur College  
BA Degree, Sociology

**Current Board Memberships:**

Western Reserve Area Agency on Aging, Chair, Community Services and Support Committee  
Council Gardens, Chair, Behavioral Health Committee

**Past Board Memberships:**

Consortium Against Adult Abuse  
Executive Board, Chair, Clinical Excellence Committee; Consortium Recognition  
Award 2000  
Community Solutions  
Council on Older Persons (COOP)  
Cuyahoga County Advisory Council on Senior and Adult Services  
Chair, Advocacy Committee  
Western Reserve Area Agency on Aging,  
Board Secretary, Board Treasurer

**Professional Affiliations/Activities:**

National Association of Social Workers  
Ohio Society of Clinical Social Workers  
MSASS Mentor to students in the Aging stream



- Home
- Secretary LaRose & the Office
- Elections & Voting
- Campaign Finance
- Legislation & Ballot Issues
- Businesses
- Notary
- Records
- Media

## VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
<a href="#">SUE E BIAGIANTI</a>	[REDACTED]

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.

Register to  
**VOTE**



Update Your Ohio  
Voting Address  
Online



**My vote**  
For More  
Voting  
Information  
Click Here

My Right • My Responsibility

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee;

**N/A**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Western Reserve Area Agency on Aging Advisory Board of Trustees**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**Article IV, Section (2)(b) of the Agency's Code of Regulations states the following qualifications for trustees appointed by the County Executive:**

- **Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers' independence and welfare, and have**

**demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and**

- **Trustees must reside within PSA 10A; and**
- **Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA**

**Ms. Biagianti fulfills all of the above requirements, as she has professional experience working with older adults, resides in Cuyahoga County, and does not have a financial interest in any organization funded or under contract with the WRAA.**

**2.3** The specific term of office during which the candidate would serve;

**1/1/2026 - 12/31/2028**

**2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**Re-Appointment**

**2.5** For a new appointment: the name of the individual who the candidate would replace;

**N/A**

**2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

**2.7** A cumulative list of individuals who applied for the position;

**Sue Biagianti, Veronica McGhee, Cameron Racut, Carolyn Bohm, Sandra Pinali, Shirley Sharron**

**2.8** The candidate's city and county of residence;

**Lyndhurst, Cuyahoga**

- 2.9 An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Western Reserve Area Agency on Aging (Chair, Community Services and Support Committee), Council Gardens (Chair, Behavioral Health Committee)**

- 2.10 An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No ethics opinion was requested or issued.**

- 2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

## **Section 114.02: Notice of Interim Appointments**

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.