

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0050

Sponsored by: County Executive FitzGerald/Human Resource Commission and Councilmembers Germana and Simon	An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource 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; Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on 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 November 2, 2011, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through X), and recommended to County Council the formal adoption and implementation of the attached changes; and,

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

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

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

New Classifications

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|------------|--------------|--|
| Exhibit A: | Class Title: | <i>Accountant 3</i> |
| | Number: | 1055113 |
| | Pay Grade: | 10 |
| Exhibit B: | Class Title: | <i>Accounting Manager</i> |
| | Number: | 1055114 |
| | Pay Grade: | 12 |
| Exhibit C: | Class Title: | <i>Administrative Clerk</i> |
| | Number: | 1011121 |
| | Pay Grade: | 3 |
| Exhibit D: | Class Title: | <i>Appraisal Systems Analyst</i> |
| | Number: | 1057121 |
| | Pay Grade: | 13 |
| Exhibit E: | Class Title: | <i>Budget Commission Manager</i> |
| | Number: | 1055171 |
| | Pay Grade: | 11 |
| Exhibit F: | Class Title: | <i>Appraisal Manager - Commercial/Industrial</i> |
| | Number: | 1057107 |
| | Pay Grade: | 15 |
| Exhibit G: | Class Title: | <i>Commercial/Industrial Appraiser</i> |
| | Number: | 1057104 |
| | Pay Grade: | 10 |
| Exhibit H: | Class Title: | <i>Data Collector</i> |
| | Number: | 1057101 |
| | Pay Grade: | 4 |
| Exhibit I: | Class Title: | <i>Director of Real Estate Appraisal</i> |
| | Number: | 1057131 |
| | Pay Grade: | 17 |
| Exhibit J: | Class Title: | <i>Fiscal Office Senior Supervisor</i> |
| | Number: | 1055134 |
| | Pay Grade: | 11 |

Exhibit K: Class Title: *Fiscal Office Supervisor*
Number: 1055134
Pay Grade: 9

Exhibit L: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 10

Exhibit M: Class Title: *Hotel/Motel Audit Supervisor*
Number: 1055133
Pay Grade: 10

Exhibit N: Class Title: *Inspector*
Number: 1055161
Pay Grade: 5

Exhibit O: Class Title: *Accounts Payable Manager*
Number: 1055135
Pay Grade: 13

Exhibit P: Class Title: *Map Room Supervisor*
Number: 1055132
Pay Grade: 9

Exhibit Q: Class Title: *Microfilm Technician*
Number: 1011142
Pay Grade: 3

Exhibit R: Class Title: *Payroll Manager*
Number: 1053628
Pay Grade: 14

Exhibit S: Class Title: *Residential/Agricultural Appraiser*
Number: 1057102
Pay Grade: 8

Exhibit T: Class Title: *Senior Commercial/Industrial Appraiser*
Number: 1057106
Pay Grade: 11

Exhibit U: Class Title: *Senior Payroll Officer*
Number: 1053624
Pay Grade: 8

Exhibit V: Class Title: *Senior Residential/Agricultural Appraiser*
Number: 1057103
Pay Grade: 9

Exhibit W: Class Title: *Tax Assessment Manager*
Number: 1055172
Pay Grade: 12

Exhibit X: Class Title: *Weights and Measures Supervisor*
Number: 1055162
Pay Grade: 9

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Mr. Schron, seconded by Mr. Gallagher, the foregoing Ordinance was duly enacted.

Yeas: Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers and Connally

Nays: None

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: October 25, 2011
Committee(s) Assigned: Human Resources, Appointments & Equity

Second Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested on the Floor: December 6, 2011

Journal CC004
December 6, 2011

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 3	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to maintain the accuracy of the financial data within the Financial Accounting Management Information System (FAMIS) and to provide the necessary reporting needed by County agencies; assists in preparing the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a advanced journey level classification with responsibility for performing technical activities in the Accounting Division of the Fiscal Office. This class works under direction from the Accounting Manager, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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%
- Reviews, analyses and inputs FAMIS documents on a daily basis to adjust expenditures, revenues and appropriations; reviews and analyzes requests for new funds, organizational structure changes and other account classification data; produces financial reports that display all the transactions that occur for all funds on a monthly basis; prepares monthly reconciliation reports for various special revenue funds.
- 20% +/- 10%
- Serves as liaison with assigned County departments and agencies to provide a line of communication with fiscal officers; provides daily technical assistance to fiscal officers regarding FAMIS; provides FAMIS training for new fiscal staff; reviews conveyance and transfer revenue receipts and transaction detail; processes transfers of files for monthly reconciliations; .
- 40% +/- 10%
- Assists in preparation and review of the County's CAFR by extracting data from FAMIS and summarizing in various financial statements; prepares cash basis financial statements and creates adjusting journal entries fo generate GAAP basis financial statements; prepares statements to analyze variances.
- 20% +/- 10%
- Assists in preparation of the Schedule of Expenditures of Federal Awards; prepares annual receivables/payables report for internal service funds; attends necessary meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in accounting or a related field; and three (3) years previous experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS, trial reports, cash financial statements, grants and CAFR reports.
- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Ohio Revised Code (ORC), County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audit spreadsheets, CAFR reports, Auditor and Treasurer reconciliations, memos, forms, financial statements, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

Accountant 3

- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments 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

Class Title:	Accounting Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Director of Accounting, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.

- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.

- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field; and five (5) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

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 accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

Accounting Manager

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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

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

Class Title:	Administrative Clerk	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to perform a variety of general clerical work in support of the organizational unit to which assigned; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

This is a journey-level clerical classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit. This class works under a well defined framework of policies and procedures

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%
- Acts as a receptionist; assists and responds to requests for information from staff and the public in person or by phone, provides basic information on department and assigned program policies and procedures; assists in the registration of participants in assigned County sponsored programs; issues, receives types and processes various applications, reports, permits, licenses and other forms; collects and processes fees and charges.

- 20% +/- 10%
- Types, enters, records, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough draft, Dictaphone recordings or verbal instruction; may compose routine correspondence.

- 20% +/- 10%
- Performs various clerical duties on a computer which may include data processing, entering data into a spreadsheet or database program; may perform routine system back-up duties; runs computer reports as requested; processes department reports.

- 10% +/- 10%
- Maintains a variety of statistical records; checks and tabulates statistical data; prepares routine statistical reports.

- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma; two (2) years previous experience including public contact, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare vouchers, reports, data entry and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

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

Class Title:	Appraisal Systems Analyst	Class Number:	
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist with coordination of the Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

Distinguishing Characteristics

This is an advanced level classification with responsibility for performing activities of the Real Estate Tax Division of the Fiscal Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements, and is responsible for ensuring that the division’s activities are completed in a timely and accurate 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.

- 50% +/- 10%
- Processes and coordinates commercial maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.
- 15% +/- 5%
- Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%
- Plans and executes special projects.
- 15% +/- 10%
- Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in business, accounting, computer science or a related field; and three (3) years previous experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

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

Class Title:	Budget Commission Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the activities of the Budget Commission of the Auditor’s Office to include directing the review and analysis of tax budgets of local government taxing authorities in the County; to analyze, formulate, and communicate financial information to all taxing authorities, the State Department of Taxation, law firms, audit firms and taxpayers; to provide responsible and complex administrative support to the County Auditor.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the analysis and distributions of monies to appropriate division throughout the County. This class works under direction from the Fiscal Officer. The employee works with a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 5%
- Sets property tax rates for taxing authorities; ensures that estimates of property tax revenues are calculated and analyzed; authorizes and directs the proper distribution of revenues including inheritance tax, automobile registration, local government taxes and real and personal property taxes.

- 20% +/- 10%
- Audits and reviews the work of staff pertaining to tax budgets and the certification of available resources; issues certificate of estimated resources; certifies and oversee state abstracts; reviews and approves or modifies recommendations by budget analysts to reject appropriation measures.

- 20% +/- 10%
- Supervises staff; assigns, coordinates, plans, and reviews work; maintains standards; allocates personnel; acts on employee problems; recommends hiring, promotions, discharges, and disciplinary actions; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 20% +/- 10%
- Directs the operations of the County budget commission; explains certifications, distributions, allocation formulae, and technical problems related to changes in state law; handles external and internal problems and questions; supplies information for the Comprehensive Annual Financial Report (CAFR); compiles statistical information.

Budget Commission Manager

10% +/- 5%

- Attends and participates in meetings, including Statutory Budget Commission meetings; works with Bond councils to determine mileage limitations.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree desirable in accounting and financial management or a related field; and two (2) years previous experience in financial management, or an equivalent combination of education, training, and experience.

Additional Requirements

No required licenses or certifications.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; use high school geometry and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax budgets, Financial Accounting Management Information System (FAMIS) reports, State reports, CAFR reports, and a variety of other reports.

Budget Commission Manager

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), County policies and procedures, and Budget Commission Manual.
- Ability to prepare state abstracts, Schedule a, State Election Certificate forms, certificate of estimated resources, Does-not-Exceed Certificate, Supplemental Financial Statement, budget reports, performance appraisals, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, County entities, taxpayers, attorneys, State departments, and employees from other departments.

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

Class Title:	Appraisal Manager - Commercial/Industrial	Class Number:	
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank and public utility parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.
- 30% +/- 5%
- Creates and executes Appraisal Project Work Plan; directs and manages projects; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 2%
- Directs administrative work for the Inquiry department.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field or vocational school in real estate appraisal or a related field; and six (6) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser 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 computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

- Ability to use and interpret real estate appraising terminology and language.
- Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

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

Class Title:	Commercial/Industrial Appraiser	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to establish fair market value for large income-producing properties; maintain a database for all property types including commercial, industrial, residential and exempt with analysis of value for ad valorem (tax based on the value of real estate or personal property) tax purposes.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Commercial and Industrial Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

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% +/- 5%
- Inspects new construction and major improvements to existing structures for value determination.

- 10% +/- 5%
- Researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties.

- 10% +/- 5%
- Surveys and analyzes property sales data, lease information, and physical characteristics.

- 15% +/- 5%
- Maintains and updates database of current real estate characteristics; maintains a database of sales periodicals and market data for apartment buildings using local and national trade publications.

- 10% +/- 5%
- Prepares market value valuations reports for all property types for ad valorem purposes using methods including field inspections, structure measurements, calculations, sales analysis, market trend studies, and income and expense analysis.

- 5% +/- 2%
- Communicates findings to taxpayers, attorneys and property agents.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and three (3) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use geometry, algebra and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including cash flow statements, construction cost manuals, local and national trade publications, national commercial property publications, property listings, sales agreements, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps County Commercial Property manual, trade and property publications, construction cost manual and dictionary of real estate.
- Ability to prepare property valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.

Commercial/Industrial Appraiser

- Ability to communicate with taxpayers, co-workers, supervisors, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Collector	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist in the development of an opinion of the value of real property by which taxes can be assessed.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

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.

- 70% +/- 20%
Collects and verifies information pertaining to a real property improvement in the field; adds or removes real property value based on building permits; performs sketching of a residential home or changes sketch; verifies or changes land use code; determines percentage of real property completion; conducts interior inspection if necessary; interacts with municipal building departments and taxpayers; interacts with police departments to inform them of appraisal activities.
- 30% +/- 10%
Conducts sales verifications; conducts parcel accounting, performs data entry; answers phone for real property value questions; reconciles mileage and expenses; routes next day's work.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and two (2) years previous experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

No additional requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a building permits, GUI Graphic User Interface and plat maps.
- Ability to comprehend a variety of reference books and manuals including plat maps, conversion tables, sales verification, GUI and blueprints.
- Ability to prepare weekly activity reports, mileage reports, new construction sheets, office permits and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, taxpayers, municipal building officials and the general public.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director of Appraisal	Class Number:	
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer, directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 25% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

- 10% +/- 5%
- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Director of Appraisal

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance; and five (5) years previous experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

License as an Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive 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 field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.

Director of Appraisal

- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Senior Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

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% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.

- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent vocational school/coursework in business administration or a related field; and five (5) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office; to maintain related records.

Distinguishing Characteristics

This is a supervisory level classification, working under direction of a senior supervisor within the Fiscal Office. The employee may supervise lower-level supervisors or supervise a program requiring project management. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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.

- 30% +/- 10%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needed.

- 30% +/- 10%
- Supervises staff and coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Reviews consumer complaints and takes action to resolve the complaint.

- 20% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; approves retention schedules and disposition of records.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent vocational school/coursework in business administration or a related field; and three (3) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	
FLSA:	Non-exempt	Pay Grade:	10
Departments:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist higher level GIS developer and manager administer the Oracle database and maintain GIS software.

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.

- Administers Oracle database (e.g.- installs and administers Oracle web server; deploys and administers Oracle map viewer; administers Oracle APEX web development platform; administers computer server system; maintains, refines and updates database data).
- Designs, develops, and maintains Oracle web applications.
- Designs and maintains Oracle spatial GIS model.
- Designs and maintains GIS metadata.
- Administers GIS data access and desktop GIS software (e.g. – coordinates extra/intra departmental data exchanges; designs and maintains desktop database files; designs and maintains desktop spreadsheet files; attends all GIS coordination meetings).
- Administers and designs work management system.
- Performs other duties (e.g. – provides other software assistance; scans and copies documents; provides computer hardware assistance).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three years of computer programming experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, drafting tools, calculator, copier, and fax machine.

Supervisory Responsibilities

- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and descriptive and inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hotel/Motel Tax Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County Hotel/Motel Bed Tax unit in the Fiscal Office in the collection, balancing, and distribution of bed tax returns and revenues; this class oversees staff in conducting of audits, reviewing tax returns, collecting payments, and distributing bed taxes resulting from audits.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for performing and overseeing the activities of the County Hotel/Motel Bed Tax unit in the Accounting Division of the Fiscal Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate hotel bed tax collection, balancing and distribution.

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%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends disciplinary actions; documents misconduct; verifies payroll timesheets; approves time off requests based on audit schedule requirements; conducts employee performance evaluations; establishes and promotes employee morale.
- 10% +/- 10%
- Oversees the monthly tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly and audit revenue collections according to the Ohio Code of Regulations (OCR).
- 10% +/- 5%
- Communicates with vendors and hotel representative to provide information regarding the OCR.
- 20% +/- 10%
- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the prosecutor for filing; consults with the prosecutor's office in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.
- 10% +/- 5%
- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guess without notifying the Fiscal Office.

Hotel/Motel Tax Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in business, accounting, law, computer science or a related field; and two (2) years previous experience in bookkeeping or accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.

Hotel/Motel Tax Supervisor

- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, the media, the general public, and employees from outside agencies and departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Inspector	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to verify the accuracy of transactions involving a count, weight, or measure of products sold to the general public; to maintain related records.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires extensive public contact in enforcement of laws and regulations.

Essential Job Functions

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

- 60% +/- 20%
- Tests scales including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; scans products to determine price accuracy of prices; tests digital computing scales to include checking interface with other electronic cashiering equipment; tests balances for sensitivity requirements and shift error; tests graduate and linear measures; verifies tare weights; inspects and tests other mechanical and electronic scales; accepts or rejects scales based on outcome of testing.
- 20% +/- 10%
- Tests retail service station petroleum dispensers to determine accuracy; inspects hose condition and device functioning; test diesel fast-flow meters; tests for suppressed values; test effectiveness of anti-drain valve; and checks money value computations; tests vehicle tank meters and other mechanical and electronic liquid measuring devices; accepts or rejects dispensers based on outcome of testing.
- 10% +/- 5%
- Investigates consumer complaints and takes action to resolve the complaint; completes forms and write reports.
- 10% +/- 5%
- Informs business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and two (2) years previous experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification should be obtained within a year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a package checking report, scanner report, scale test report, gas pump report, request for service, food store reports, and retail store reports.
- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, the Ohio Revised Code (OCR), and examination procedure outline.
- Ability to prepare inspection and test reports, package checking report, retail fuel forms, time device forms, measuring forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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

Class Title:	Manager, Accounts Payable	Class Number:	
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County accounts payable unit in the Fiscal Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Accounts Payable unit in the Fiscal Office Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate payment to vendors and to ensure that applicable laws and procedures are followed regarding vendor payment. The incumbent exercises discretion in applying procedures to resolve vendor payment issues.

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%
- Performs and oversees accounts payable administration functions in compliance with County policy, departmental procedures, and required schedules; schedules check runs to pay vendors; schedules direct deposits utilizing the County mainframe computers and updates or adds vendor direct deposit information, as necessary; issues Internal Revenue Service (IRS) 1099 forms to all eligible vendors and sends the 1099 file to the IRS; updates vendor information according to IRS files.

- 15% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; recommends disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.

- 20% +/- 10%
- Schedules and/or sends out reports such as end of the month fiscal reports, I.R.S. B-Notices, daily report for the Fiscal Office - Treasurer, and special reports for the fiscal staff of other agencies.

- 10% +/- 5%
- Prepares vouchers for unclaimed fund orders from the courts to claimants; reissues checks made in error; oversees process for reimbursement to vendors for warrants illegally cashed by another party through forgery; researches Ohio Revised Code and prosecutor opinions regarding legal issues regarding making or not making payments in a certain manner.

- 5% +/- 5%
- Communicates and provides information for vendors, banks, and staff from other County agencies

Manager, Accounts Payable

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and two (2) years previous experience in bookkeeping/accounting including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including yearly listing of warrants not yet redeemed attendance sheets, indemnity bonds and affidavits, and professional judgment documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, Ohio Revised Code, Ohio Attorney General's Opinions, Prosecutor Opinions, and computer operation manuals.
- Ability to prepare memos, forms, transmittals, transactions, reports, responses to public information requests, scheduling of warrants and of direct deposits, revenue receipts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Manager, Accounts Payable

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with vendors, staff, the Information Services Center staff, employees from other departments, departmental employees, bank employees, and employees from outside 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

Class Title:	Map Room Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise the Map, Graphics and digital imaging unit in the Fiscal Office.

Distinguishing Characteristics

This is the first line supervisory level classification, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit’s activities are performed in a timely manner and according requirements. This class requires extensive public contact in order to provide service requests.

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% +/- 20%
- Plans, coordinates, supervises and participates in the storage and provision of maps that are created by the County and are available for citizens of the County including maps of voting districts, streets and roads, zoning, etc.; serves the public including to pull documents, copy public records, receive fees from customers for copies of records, and prepare receipts.

- 20% +/- 10%
- Supervises staff and participates in the storage and retention/purging of records; creates and maintains records storage policy for storage of department documents; scans and retrieves documents; maintains department employee files; tracks records retention schedules.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; approves retention schedules and disposition of records.

- 30% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; conducts employee performance evaluations; establishes and promotes employee morale.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework in office administration desirable; and five (5) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including employee timesheets, inventory forms, invoices, letters, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, mail out order forms, equipment purchase forms, records retention schedules, records disposition forms, spreadsheets for digital imaging, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, agencies and commissions, title companies, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Microfilm Technician	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to scan, archive and organize deeds, mortgages, legal documents and special projects.

Distinguishing Characteristics

This is an entry level clerical classification with responsibility for performing activities in the Microfilm unit of the Fiscal Office. This class works under general supervision from the unit manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures.

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.

- Develops microfilm to provide accessible public record of recorded documents; transfers documents recorded each day for computer database to microfilm; reviews image quality; transfers documents images from main computer to archive writer. 55% +/- 10%
- Completes special projects requested by other departments to archive records from computer databases. 30% +/- 10%
- Segments documents on film by date; maintains Kodak processor for film development per ORC. 15% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma; and two (2) years previous experience in bookkeeping or clerical accounting, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, scanners, Archive Film Kodak Writer and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including deeds, mortgages, land contract, liens, easements, reports and images.
- Ability to comprehend a variety of reference books and manuals including Kodak processing manual and policies and procedure manuals.
- Ability to prepare microfilm, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general office and administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Payroll Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	14
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County payroll operations in the County Auditor's Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County payroll unit in the Accounting Division of the Auditor's Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate payroll processing for County employees. The incumbent exercises discretion in applying procedures to resolve payroll issues, and coordinates payroll functions with Payroll Officers from the other County departments.

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%
- Performs and oversees assigned payroll administration functions in compliance with County policy and departmental procedures and schedules; updates and oversees updating of computer mainframe control cards for payroll timeframes and table files changes to the payroll system for changes of employees' status and particulars; uses mainframe computers to run validation and pre register reports and to process payroll transactions; processes changes to existing deferred compensation deductions or adding new deductions.
- 20% +/- 5%
- Coordinates with departmental Payroll Officers; enters payroll changes received from Payroll Officers into the database; notifies Payroll Officers of changes to payroll tables; answers phone inquiries; provides validation reports for change verification.
- 10% +/- 10%
- Supervises payroll and clerical staff; plans, coordinates, assigns and reviews work; recommends disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.
- 5% +/- 10%
- Communicates with the bank regarding direct deposits; provides the bank with computer payroll files and withholding tax files
- 20% +/- 10%
- Prepares and updates a variety of spreadsheets containing tax and benefits information; files quarterly and end-of-year reports; provides information to other departments as needed regarding information for W-2 forms.
- 5% +/- 5%
- Re-issues incorrect checks; processes reversal transactions for incorrect checks and manually updates corrected checks.

Payroll Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and five (5) years previous experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vehicle benefits, employee attendance records, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, and pension information.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, payroll manuals, OPERS handbook and a variety of related websites regarding tax regulations.
- Ability to prepare memos, forms, transmittals, transactions, reports, responses to public information requests, receipts, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Payroll Manager

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, Payroll Officers, Information Services Center schedulers, employees from other departments, departmental employees, retirees, bank employees, and employees from outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser	Class Number:	3521
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to appraise residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Residential/Agricultural Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

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% +/- 5%
- Performs annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.

- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.

- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.

- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and two (2) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (OCR), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Commercial/Industrial Appraiser	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to prepare appraisals of more complex and high-value commercial and industrial parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is an advance journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional lead work over journey level classes. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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.

- 15% +/- 10%
- May serve as lead worker over journey level workers; may provide technical training and instruction; may review work of other staff.

- 30% +/- 5%
- Maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.

- 35% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

- 20% +/- 5%
- Communicates with school board attorneys, taxpayers and developers; assists with developing standards.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or vocational school in real estate appraisal or a related field; and five (5) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

Senior Commercial/Industrial Appraiser

- Ability to use and interpret real estate appraising terminology and language.
- Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Payroll Officer	Class Number:	
FLSA:	Non Exempt	Pay Grade:	8
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to maintain accurate payroll records for employees in all County agencies ensuring that all paychecks are accurate and consequent deduction warrants are correct.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring timely and accurate payroll processing for County employees. The employee works under a framework of well established policies and procedures. The incumbent coordinates payroll functions with Payroll Officers from the other County departments. This class requires a higher level of experience than the journey level Payroll Officer class and is responsible for County-wide payroll services.

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%
- Enters payroll and personnel data; ensures that all data entries are correct.

- 20% +/- 5%
- Downloads pay data including hours and earnings into the payroll system; generates payroll checks and deduction warrants; sends out deduction reports and warrants to all agencies.

- 10% +/- 10%
- Prepares and files municipal income taxes; calls in Federal tax deposits and payments.

- 5% +/- 10%
- Processes mail and information requests.

- 10% +/- 10%
- Performs online reporting of OPERS including buyback, disability reporting, and sending out of checks.

- 20% +/- 5%
- Answers phone calls and questions from department Payroll Officers, County employees and the public; provides assistance with problems and corrections.

- 5% +/- 5%
- Sets up and processes prosecutor stipends.

Minimum Training and Experience Required to Perform Essential Job Functions

An Associate's degree in bookkeeping, computer science, business or a related field; and three (3) years previous experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee data, bank reports, tax reports, garnishment files, OPERS reports and forms, letters and warrants.
- Ability to comprehend a variety of reference books and manuals including payroll manual, pay registers, work histories, and FAMIS.
- Ability to prepare file maintenance reports, gross to net registers, spreadsheets, stipend reports, revenue receipts, checks, money orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with Payroll Officers, employees from other departments, departmental employees, OPERS and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Senior Payroll Officer

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

Class Title:	Senior Residential/Agricultural Appraiser	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to appraise more complex and high value residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from the Appraisal Manager Residential/Agricultural, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

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% +/- 5%
- Performs annual maintenance of more complex and high value residential and agricultural properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.

- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.

- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.

- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and three (3) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (OCR), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Tax Assesment Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, direct and coordinate the tax cycle process for real property in the Fiscal Office; to provide responsible administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Real Estate Tax Division of the Fiscal Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements, and is responsible for ensuring that the division’s activities are completed in a timely and accurate manner.

Essential Job Functions

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

- 60% +/- 10%
- Acts as liaison between the Fiscal Office and the tax system vendor that provides software for land administration and property tax management. Coordinates property tax settlement with Budget Commission.

- 10% +/- 5%
- Calculates tax settlements; balances tax settlements; prepares reports for disbursement.

- 5% +/- 5%
- Uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments and refunds; prepares refunds and TIF Reports for the State.

- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; documents misconduct and recommends and approves disciplinary actions; recommends and approves selection of new employees; evaluates training needs and provides instruction; signs time-sheets and requests for leave; establishes and promotes employee morale; conducts performance evaluations.

- 5% +/- 10%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree business, accounting, computer science or a related field; and five (5) years previous experience in accounting, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Real Property Manager

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including petitions, split cards, complaint forms, exempt applications, forms, certifications, ordinances, resolutions reports, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, Ohio Revised Code (OCR), maps, deeds, ordinances, resolutions, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys...

Real Property Manager

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Weights and Measures Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise inspection and testing of counts, weights, and measures of products sold to the general public for verification of the accuracy of transactions; to maintain related records.

Distinguishing Characteristics

This is the first line supervisory level classification in the Inspector series, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that inspections are performed in a timely manner and according to state standards. This class requires extensive public contact in enforcement of laws and regulations.

Essential Job Functions

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

- 40% +/- 20%
- Plans, coordinates and supervises the inspection and testing of scales, motor fuel pumps and other weighing and measuring devises including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; oversees the inspection of packages consumer products.
- 20% +/- 10%
- Supervises staff and participates in the inspection and certification of weights and measures devices; implements policies and procedures to ensure compliance with laws, rules, and regulations; prepares reports indicating the number, types and results of inspections performed in the unit; prepares year-end report.
- 10% +/- 5%
- Reviews consumer complaints and takes action to resolve the complaint.
- 10% +/- 5%
- Meets with business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.
- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; approves mileage reports and timesheets; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and three (3) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including daily reports, inspectors and scanners, customer complaint forms, timesheets and mileage reports.
- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, tolerances and technical requirements, Ohio Weights and Measures Laws and Rules, and examination procedure outline.
- Ability to prepare inspection and test reports, annual report, weekly meeting notes, training classes 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is performed in an office environment and in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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