

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2013-0012

Sponsored by: <b>County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission</b>	<b>An Ordinance</b> providing for 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; and,

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

WHEREAS, on April 3, 2013, the Human Resource Commission met and recommended the classification changes (attached hereto as Exhibits A through O), and recommend 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 entity.

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

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

New Classifications:

Exhibit A: Class Title: *Administrative Warden*  
Number: 1025502  
Pay Grade: 16

Exhibit B: Class Title: *Associate Warden*  
Number: ~~1025502~~**1025501**  
Pay Grade: 13

Exhibit C: Class Title: *Chief Deputy, Civil*  
Number: 1025701  
Pay Grade: 14

Exhibit D: Class Title: *Corrections Operations Support Manager*  
Number: 1025301  
Pay Grade: 11

Exhibit E: Class Title: *Deputy Sheriff, Captain*  
Number: 1025601  
Pay Grade: 16

Exhibit F: Class Title: *Jail Administrator*  
Number: 1025503  
Pay Grade: 17

Exhibit G: Class Title: *Mental Health Intake Specialist*  
Number: 1054101  
Pay Grade: 6

Exhibit H: Class Title: *Motor Pool Attendant*  
Number: 1025201  
Pay Grade: 1

Exhibit I: Class Title: *Motor Pool Supervisor*  
Number: 1025202  
Pay Grade: 6

Exhibit J: Class Title: *Process Server*  
Number: 1025101  
Pay Grade: 3

Exhibit K: Class Title: *Psychiatric Services Supervisor*  
Number: 1054115  
Pay Grade: 13

Exhibit L: Class Title: *Social Service Specialist*  
Number: 1056251  
Pay Grade: 6

Revised Classifications:

Exhibit M: Class Title: *Legal Clerk 3*  
Number: 1013413  
Pay Grade: 4

Exhibit N: Class Title: *Security Lieutenant*  
Number: 1025401  
Pay Grade: 10

Exhibit O: Class Title: *Security Manager*  
Number: 1025402  
Pay Grade: 15

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

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ms. Conwell, seconded by Mr. Germana, the foregoing Resolution was duly adopted.

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

Nays: None

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County Council President                      Date

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

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

First Reading/Referred to Committee: May 14, 2013  
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: May 28, 2013

Journal CC010  
June 11, 2013

[Note: Technical correction made by Clerk to change 1025502 to 1025501 for Associate Warden classification: June 25, 2013]

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Warden	<b>Class Number:</b>	1025502
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to manage daily activities of the Corrections division of the Sheriff's Department including inmate intake, booking, processing, and release procedures; to manage Sheriff's Department administrative functions including the employee roster, staffing, employee discipline and training.

### Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, and supervision of inmate intake, booking, processing, grievance resolution, and release procedures and of employee staffing including scheduling, discipline and staff training directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures. 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. This class is distinguished from the Jail Administrator in that the latter has responsibility for the Corrections division programs and activities.

### 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%
- Directs and manages administrative functions of the Corrections Division directly and through subordinate supervisors and officers; directs inmate intake, booking, processing and classification; directs investigations of inmate grievances; maintains database of inmate grievances; directs inmate release operations.
- 25% +/- 10%
- Supervises the assigned division's functions directly and through subordinate supervisors; assigns and reviews work; approves hiring, promotions, discharges, and disciplinary actions; drives the employee roster process and conducts selections; resolves staffing issues; oversees employee discipline processes including conducting investigations, conducting disciplinary hearings, and resolving disciplinary disputes; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; drives employee roster process and conducts employee roster selection.
- 25% +/- 10%
- Interacts and coordinates work with intradepartmental staff and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards; regularly evaluates the efficiency of assigned Corrections operations; prepares or coordinates the preparation of administrative studies, reports and recommendations.

## **Administrative Warden**

15% +/- 5%

- Communicates with inmates' families and attorneys; interacts with judicial system partners; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearings, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree with a major in law enforcement, corrections, social services or a related field; and five (5) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Correctional Officer training.  
Correctional Officer Supervisory/Leadership training.

### **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 schedule, 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 to calculate and understand descriptive statistics.

## **Administrative Warden**

### **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 inmate records, court notes, time sheets, invoices, records, grievances, disciplinary reports and architectural drawings.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, websites, architectural drawings, inmate handbook, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare operational memos, statistical reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 basic law, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, service providers, inmates, families, department directors, attorneys, and judges.

### **Environmental Adaptability**

- Work is primarily performed indoors.
- Work may involve responding to security emergency situations.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Associate Warden	<b>Class Number:</b>	1025501
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, organize, coordinate, assign, direct, and review the work of Correctional Sergeants in the overall planning and organizing of the Corrections division.

### Distinguishing Characteristics

This is a second-line, full supervisory level class in the Correctional Deputy series, responsible for assisting in the management, coordination, supervision and control of the Corrections Division of the Sheriff's Department directly and through subordinate supervisors. This class works under direction and the incumbents study, evaluate, and recommend changes to, or develop of new policies and procedures for facility operations. 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.**

- 35% +/- 10%
- Plans, organizes, directs, coordinates, supervises, and evaluates the work of subordinate supervisors; supervises the processing and conducts orientation of new inmates; supervises the preparation of work schedules for staff and inmates; conducts daily security inspections of facilities and grounds.
- 25% +/- 10%
- Supervises the maintenance of inmate accounts and funds; supervises the security of inmates; supervises crisis intervention, and casework services provided to inmates; responds to inmate grievances; disseminates rules and regulations; confers regularly with the Warden on the implementation of policies, programs, and procedures for the division.
- 30% +/- 5%
- Supervises the division's functions through subordinate supervisors; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; selects and trains the special response team.
- 10% +/- 5%
- Communicates with inmates' families; represents the department by attending and participating in meetings, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

## **Associate Warden**

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

Bachelor's degree in criminal justice or related field and five years law enforcement experience including one year of experience at the level of Correctional Sergeant; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

None

### **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 and audio visual equipment.
- Ability to use a variety of law enforcement tools and equipment including various restraining devices.

#### **Supervisory Responsibilities**

- Ability to schedule, 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, and divide.

#### **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 attendance reports, disciplinary reports, vacation requests, video recordings, and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, websites, inmate handbook, standards, and the Ohio Revised Code (ORC).

**Associate Warden**

- Ability to prepare memos, reports, performance appraisals, disciplinary reports, schedules, time slips, 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 basic legal and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, families, inmates, and sales representatives.

**Environmental Adaptability**

- Work is primarily performed indoors.
- Work may involve responding to security emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Deputy, Civil	<b>Class Number:</b>	1025701
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, organize, and direct the operations and activities of the Civil division of the Sheriff's Department including the Body Attachments, Cashiers, Deeds and Distributions, Executions, Land Sales and Writs units; to assist the Sheriff in the overall planning and organizing of the Civil division.

### Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Civil Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. 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. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

### 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%
- Directs and manages the operations and activities of the Civil Division directly and through subordinate supervisors; coordinates work with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.
- 25% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; assists in the determination of departmental needs in terms of programs, personnel and equipment; regularly evaluates the efficiency of Civil division operations, the morale and discipline of employees and the department in general; prepares or directs the preparation of administrative studies, reports and recommendations.
- 25% +/- 5%
- Supervises the division's functions directly and through subordinate supervisors; coordinates and allocates work and balances staff accordingly; reviews work; approves hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

## **Chief Deputy - Civil**

5% +/- 2%

- Reviews and approves all checks and deeds prior to distribution; notarizes documents; oversees the service and returns of summons, subpoenas, and legal documents; reviews and submits bureau budget reports and statistics; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

10% +/- 5%

- Communicates with attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree in criminal justice, social services, liberal arts, criminal justice, business administration or a closely related field and five (5) years of experience in a civilian governmental law enforcement institution, which must have included a minimum of two years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

None

### **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 schedule, 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 approve 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.

## **Chief Deputy - Civil**

### **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 court notes, time sheets, invoices, records, process server duty sheets, daily work count, foreclosure bulletin, eviction return report, disciplinary reports, bank statements and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, clerk's docket, sick call list, websites, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, correspondence, performance appraisals, disciplinary reports, invoices, order forms, bulletin board, foreclosure data, 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 basic legal, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, magistrates, clerks, auditors, treasurers, courts, department directors, and attorneys.

### **Environmental Adaptability**

- Work is primarily performed indoors in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Corrections Operations Support Manager	<b>Class Number:</b>	1025301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food services, laundry, inventory, sanitation and maintenance operations and activities for the Cuyahoga County Corrections Center.

### Distinguishing Characteristics

This is a management level class responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services, laundry, inventory, sanitation and maintenance units for the Cuyahoga County Corrections Center. This class works under general direction and the incumbents evaluate and recommend changes to, or develop new policies and procedures for operations of the assigned functional areas within required standards and regulations. 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. The employee in this class provides supervision to sworn and non-sworn lead classes and to classes that oversee the work of inmates. This class is distinguished from the Operations Warden in that the latter is the Division director that has overall responsibility for division programs and activities.

### 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%
- Plans, organizes, directs, coordinates, and supervises the functions of several units within the Corrections division of the Sheriff's Department; procures and/or oversees procurement of materials and equipment; receives, prepares, distributes and stores materials and equipment.
- 30% +/- 5%
- Supervises staff in the assigned units; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Determines recommends and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment.
- 10% +/- 5%
- Compiles updates and completes records; writes reports; maintains MSDS books and ensures that materials are stored in required conditions.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned areas; provides responsive, high quality service to those contacted in performance of duties; coordinates activities with appropriate County divisions and departments; provides accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves public relations issues.

## Corrections Operations Support Manager

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

Associate's degree in food services, management, or business administration and six (6) years of experience in the food service industry which should include experience supervising staff; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

None

### **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.
- Ability to use a variety of food service, laundry, and sanitation tools, equipment, and supplies.

#### **Supervisory Responsibilities**

- Ability to schedule, 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, and 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 attendance reports, disciplinary reports, vacation requests, tracking sheets, invoices and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety and sanitation manuals, standards, menus, MSDS books, labor contracts, and the Ohio Revised Code (ORC).
- Ability to prepare requisitions, logs, reports, performance appraisals, schedules, assignments, tracking sheets, menus, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## Corrections Operations Support Manager

- 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 basic mechanical terminology and language.
- Ability to communicate with staff, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and sales representatives.

## Environmental Adaptability

- Work is primarily performed indoors.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Deputy Sheriff, Captain	<b>Class Number:</b>	1025601
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, direct, and coordinate the activities of a number of organizational divisions and units within major division in the Sheriff's Department; to supervise assigned personnel; perform emergency command and control functions, as well as a variety of related administrative duties.

### Distinguishing Characteristics

This management classification is responsible for management, coordination, supervision and control of a number of assigned divisions and units within divisions in the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to functional areas within the assigned division. Responsibilities include multiple work sites and multiple budget units. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of division budgets. 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. This class is distinguished from the Chief Deputy Sheriff in that the latter is the assistant Department Head that supports the Sheriff in overall responsibility for all Department programs and activities.

### 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%
- Directs and manages the operation of divisions and a number of specialized units within larger divisions of the department directly and through their respective commanding officers; coordinates the work of the unit with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.
- 25% +/- 10%
- Reviews and revises existing policies and procedures; recommends, develops and implements new, approved policies and procedures; conducts inspection of personnel and facilities; prepares or directs the preparation of administrative studies, reports and recommendations.
- 25% +/- 5%
- Supervises the assigned divisions' functions directly and through subordinate supervisors; reviews duty reports; schedules, 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.
- 5% +/- 2%
- Reviews and submits bureau budget estimates; monitors bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares yearly reports and auditing.

## **Deputy Sheriff, Captain**

10% +/- 5%

- Represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearing, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree with a major in criminal justice, social services, liberal arts, business administration or a closely related field and four (4) years of law enforcement experience in a civilian governmental law enforcement agency, which must have included a minimum of two years of experience in a position equivalent to Sheriff's Lieutenant; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

P.O.S.T Intermediate Certificate; P.O.S.T Advanced Certificate desirable.

### **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.
- Ability to use a variety of law enforcement tools, equipment and supplies.

#### **Supervisory Responsibilities**

- Ability to schedule, 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 to calculate and understand 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,

### **Deputy Sheriff, Captain**

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 time sheets, invoices, training requests, grievances, disciplinary reports, forms, purchase orders and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, training manuals, contracts, law books, and the Ohio Revised Code (ORC).
- Ability to prepare memos, budget reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, logs, equipment request 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 basic legal, medical, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, department directors, attorneys, union representatives, and elected officials.

### **Environmental Adaptability**

- Work is primarily performed indoors, but also outdoors subject to heat, cold, wildlife/animals, and toxic agents.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Jail Administrator	<b>Class Number:</b>	1025503
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, organize, and direct the activities of the Corrections division of the Sheriff's Department; to assist the Sheriff in the overall planning and organizing of the Corrections division.

### Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Corrections Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. 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. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

### 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%
- Directs and manages the operation of the Corrections Division directly and through subordinate supervisors; conducts and attends meetings; reviews daily activities and jail count; oversees inmate intake, classification and release; coordinates work with intradepartmental staff, and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards;
  
- 30% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; evaluates, develops and implements policies, programs and procedures; evaluates the efficiency of Corrections operations, the morale and discipline of employees, and the condition of physical facilities and equipment; participates in contract negotiations; oversees the preparation of administrative studies, reports and recommendations; ensures security of the facility.
  
- 25% +/- 5%
- Responds to inquires; responds to grievances; conducts investigations into employee misconduct; assesses staffing requirements; oversees training needs; evaluates performance; establishes and promotes employee morale.
  
- 5% +/- 2%
- Reviews and submits budgets; oversees bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.
  
- 5% +/- 2%
- Communicates with inmates' families and attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and

## **Jail Administrator**

criminal hearing, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree with a major in criminal justice, corrections, social services or a related field and seven (7) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Correctional Officer Supervisory/Leadership training.

### **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 schedule, 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 to calculate and understand 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 inmate records, court notes, incident reports, time sheets, invoices, records, grievances, disciplinary reports, purchase orders and applications.

### **Jail Administrator**

- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, law books, architectural books, websites, inmate handbook, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, equipment request and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 basic law, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, families, department directors, attorneys, union representatives, and elected officials.

### **Environmental Adaptability**

- Work is primarily performed indoors.
- Work involves responding to security emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Mental Health Intake Specialist	<b>Class Number:</b>	1054101
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to identify and refer individuals entering the jail system who have mental health, developmental disabilities, and/or substance abuse/dependency issues to specialized court services.

### Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened.

### 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% +/- 10%
- Reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinate with the Mental Health unit in the Corrections division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health court docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening or by the Mental Health Board.
- 10% +/- 5%
- Provides reports to judges regarding the status of the mental health defendants on their docket; researches court information and other information.
- 20% +/- 5%
- Communicates with Mental Health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends meetings relevant to procedure development

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

Associate's degree in humanities, social services or a related field and two (2) law enforcement or related work; any combination of education, training, and experience.

### Additional Requirements

None

## Mental Health Intake Specialist

### **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 a daily booking list and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails 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 basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

#### **Environmental Adaptability**

- Work is typically performed indoors.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Motor Pool Attendant	<b>Class Number:</b>	1025201
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	1
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

### Distinguishing Characteristics

This is an entry/journey level class responsible for cleaning, performing minor maintenance and for transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Motor Pool Supervisor class that is responsible for the operations and activities of the unit.

### Essential Job Functions

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

- 40% +/- 10%
- Performs the operations and activities of the Motor Pool division in the Sheriff's department; inspects, performs minor maintenance, and cleans vehicles in the motor pool.
- 30% +/- 10%
- Ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles interiors and exteriors are washed and cleaned; may make minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires; removes or installs van seats.
- 20% +/- 5%
- Transports of vehicles to be serviced, garaged, picked-up and delivered, as required; provides roadside assistance; transports people to meetings.
- 10% +/- 5%
- Cleans and maintains the work area and the level of the parking garage used by the motor pool.

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

Sufficient reading, writing and understanding of the English language to be able to perform job functions; some experience in vehicle maintenance and repair preferred; or an equivalent combination of education, training, and experience.

### Additional Requirements

None

## **Motor Pool Attendant**

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

#### **Physical Requirements**

- Ability to operate a variety of tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

No mathematical requirements.

#### **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 diagnose. 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 employee performance evaluations, and timesheets and vacation requests.
- Ability to comprehend a variety of reference books and manuals including vehicle manuals and maps
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to attend to a work assignment, following specific instruction or orders of a supervisor. No immediate response or verbal exchange is required unless clarification of instructions is needed. Only minimal contact is required.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

#### **Environmental Adaptability**

- Work is primarily performed in a garage environment subject to noise, fumes and fluids.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Motor Pool Supervisor	<b>Class Number:</b>	1025202
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Sheriff's Office		

## Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

## Distinguishing Characteristics

This is a first-level supervisor class, responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Deputy Sheriff, Captain class in that the latter has responsibility for multiple divisions and units in the Sheriff's Department. It is further distinguished from the Motor Pool Attendant class that is an entry-journey level class and receives supervision from employees in 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.

- 40% +/- 10%
  - Supervises and coordinates the operations and activities of the Motor Pool division in the Sheriff's department.
- 30% +/- 10%
  - Supervises the division's functions; schedules, assigns and reviews work; maintains standards; recommends hiring, promotions, discharges, and disciplinary actions; evaluates performance; establishes and promotes employee morale.
- 10% +/- 5%
  - Participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires.
- 20% +/- 5%
  - Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool.

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

High School diploma or GED; some experience in vehicle maintenance and repair and in supervision of employees preferred; or an equivalent combination of education, training, and experience.

## Additional Requirements

None

## **Motor Pool Supervisor**

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

#### **Physical Requirements**

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

#### **Supervisory Responsibilities**

- Ability to schedule, 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.

#### **Mathematical Ability**

- Ability to add and subtract.

#### **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 diagnose. 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 insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, vehicle manuals, and maps
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, 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 basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies and departments/divisions.

## **Motor Pool Supervisor**

### **Environmental Adaptability**

- Work is primarily performed in a garage environment subject to noise, fumes and fluids.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Process Server	<b>Class Number:</b>	1025101
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

### Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher level employees.

### Essential Job Functions

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

- 70% +/- 10%
- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document.
- 10% +/- 5%
- Performs back-up for other Process Servers, when necessary.
- 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts.
- 10% +/- 5%
- Testifies in court when ordered regarding the results of the service.

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

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

### Additional Requirements

Ohio State Drivers license.

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

#### Physical Requirements

- Ability to drive a motor vehicle.

Process Server

### **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 instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns 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 basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

### **Environmental Adaptability**

- Work is typically performed outdoors, subject to heat, cold and traffic.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Psychiatric Services Supervisor	<b>Class Number:</b>	1054115
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to administer, coordinate, supervise, monitor and ensure quality of mental health services for the Cuyahoga County Corrections Center.

### Distinguishing Characteristics

This is a first-line supervisor class responsible for coordinating and supervising the psychiatric services for the Sheriff's department. This class works under direction and the incumbent evaluates and recommends changes to policies and procedures for the assigned functional area within required standards, regulations, and 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. The employee in this class provides supervision to professional and technical-level mental health nurses. This class is distinguished from the Health Care Manager who is responsible for management of physical and mental health programs in the Sheriff's department. It is further distinguished from the mental health Registered Nurses by coordinating and supervising their 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.

- 45% +/- 10%
- Administers, coordinates, supervises, and participates in the work of mental health nurses; monitors and ensures that services are delivered in a timely and efficient manner; develops and monitors a mental health screening program for screening, evaluating, and referring inmates for mental health services; develops, assesses, and updates mental health services policies and procedures to ensure compliance with best practices, federal, state, and accrediting agency guidelines.
- 35% +/- 5%
- Supervises staff; schedules, assigns and reviews work; interviews and recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; evaluates performance; establishes and promotes employee morale; counsels staff; monitors the need for and trains or arranges for staff training; ensures appropriate staffing levels and the availability of staff at all times.
- 10% +/- 5%
- Coordinates referrals and appointment services with clerical staff; compiles data regarding mental health services provided; updates and completes records; writes reports.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned area; provides responsive, high quality service to those contacted in performance of duties; directs mental health team meetings; communicates with healthcare staff, correctional staff, community providers, members of the judicial system and family members as appropriate.

## Psychiatric Services Supervisor

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

Bachelor's degree in Nursing and five (5) years of experience as a nurse which must have included a minimum of one year of experience as a mental health nurse and two (2) years supervisory experience.

### **Additional Requirements**

Registered Nursing license.

### **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.
- Ability to use a variety of medical tools, equipment, and supplies.

#### **Supervisory Responsibilities**

- Ability to schedule, 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, and 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 charts, court orders regarding medications, inmate grievances, performance evaluations, attendance reports, disciplinary reports, vacation requests, tracking sheets, and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety manuals, medical books, the DSM, mental health services standards, Physicians' Desk Reference, nursing drug handbook, and the Ohio Revised Code (ORC).

### **Psychiatric Services Supervisor**

- Ability to prepare quality improvement reports, logs, performance appraisals, schedules, assignments, presentations, time slips, 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 basic medical, counseling and psychiatric terminology and language.
- Ability to communicate with managers, supervisors, psychiatrists, psychologists, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and attorneys.

### **Environmental Adaptability**

- Work is primarily performed indoors.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Social Service Specialist	<b>Class Number:</b>	1056251
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to serve as a liaison between inmates and service providers, provide court case documentation and provide counseling, as needed.

### Distinguishing Characteristics

This is an entry/journey-level social work classification with responsibility for responding to requests for court information and social social services. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened.

### 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%
- Conducts face-to-face contact visits with inmates; responds to inmates' requests for services which may include researching court information, initiating social service referral or other miscellaneous referrals; reviews all forwarded mental health screening forms and makes necessary referrals; conducts rounds to assigned floors; responds to emergency situations.
- 20% +/- 5%
- Facilitates support and educational groups for inmates which may include anger management and other programs; participates in security hearings.
- 15% +/- 5%
- Functions as a liaison between inmates, their attorneys, caseworkers, probation/parole officers and family members.
- 10% +/- 5%
- Provides intervention and assessments for inmates with cognitive limitations.
- 5% +/- 2%
- Attends staff meetings; documents monthly statistics.

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

Bachelor's degree in social services, humanities or a related field and one (1) year social work or related work; any combination of education, training, and experience.

### Additional Requirements

None

## **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 a inmate request forms, mental health referral forms, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, psychological manuals and mental health publications.
- Ability to prepare monthly statistical forms, memos, documents, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide counseling, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, attorneys, caseworkers, families, supervisor, court personnel, and Mental Health unit staff.

### **Environmental Adaptability**

- Work is typically performed indoors.
- Work involves responding to emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 3	<b>Class Number:</b>	1013413
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Clerk of Courts, Sheriff's Office		

### Classification Function

The purpose of this classification is to perform specialized and complex clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing information and assistance to County Court staff, attorneys, and the public. In the Sheriff's Office, the purpose is to issue Concealed Carry licenses, seal records as deemed by order of the Court and maintain databases.

### Distinguishing Characteristics

This classification is the highest level of Legal Clerks. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the court system and office and be able to perform duties that are more specialized and complex in nature.

### 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%

Attends court proceedings and performs duties in the courtroom; types, enters, proofreads and processes a variety of court records and legal documents; enters information into department databases; verifies information for accuracy and completeness; assigns case numbers; corrects errors as necessary; updates court records and case information and purges old records and case information as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

25% +/- 10%

Processes various court and office records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; conducts background checks utilizing databases and the Law Enforcement Data System; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

25% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

10% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes outgoing mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

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

High school diploma or GED with five years clerical experience, including one year as a Legal Clerk II; 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 perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions.

**Language Ability & Interpersonal Communication**

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including rulings, judgments, indictments, plea agreements, sentencing documents, validations, rulings, motions, appeals, subpoenas, expungements, applications for license to carry a concealed handgun, police reports, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual, Court manuals, L.E.A.D.S./C.R.I.S. manuals, Ohio Concealed Carry Laws and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.

Legal Clerk 3

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Security Lieutenant	<b>Class Number:</b>	1025401
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to supervise security personnel on an assigned shift in the Protective Services division; to perform law enforcement duties.

### Distinguishing Characteristics

This is a second-level supervisor class, responsible for supervision of all security personnel on an assigned shift, directly and through subordinate supervisors. This class works under direction and the incumbents are expected to exercise discretion in applying policies and procedures to emergency situations and in resolving day-to-day issues. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Security Manager in that the latter has responsibility for division programs and activities. It is further distinguished from the Security Sergeant that is a first-line supervisor and receives supervision from employees in 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.

- 35% +/- 10%
- Supervises and coordinates the operations and activities of the Protective Services division in the Sheriff's department on an assigned shift; remains on-call during off hours to assist in emergency situations; oversees communication procedures; assesses, recommends and develops policies and procedures.
- 25% +/- 10%
- Supervises the division's functions directly and through subordinate supervisors; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; oversees maintenance of payroll and personnel records; assists in conducting investigations into employee misconduct; evaluates performance; establishes and promotes employee morale; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; monitors, arranges for, and conducts training.
- 10% +/- 5%
- Arranges for inspection and maintenance of equipment; confers regularly with the Security Manager on the implementation of policies, programs, and procedures for the division.
- 20% +/- 5%
- Secures buildings against theft and violence; performs law enforcement duties; diffuses volatile situations; interprets and enforces laws, rules and regulations; patrols grounds and buildings; apprehends and detains violators; testifies in court as required; utilizes firearms and handcuffs in the performance of duties.

5% +/- 2%

- Investigates and resolved customer and internal complaints; provides high quality service to County employees, representatives of outside agencies and members of the public; resolves public relations issues assists other departments and personnel with security needs through consultative review and recommendations.

5% +/- 2%

- Stays abreast of new trends, requirements, and innovations in the field; recommends the use of technology to insure effective and efficient use of resources; attends hearings and investigations.

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

High School diploma or GED supplemented with vocational school in criminal justice/law enforcement and two years of experience at a supervisory level providing facility and personal security; or an equivalent combination of education, training, and experience.

**Additional Requirements**

P.O.S.T Basic Certificate desirable; completion of firearms training 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 and audio visual equipment.
- Ability to use a variety of communications and law enforcement tools and equipment including various restraining devices.

**Supervisory Responsibilities**

- Ability to schedule, 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, and divide, and to 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 incident reports, payroll and attendance records, vehicle reports, invoices, disciplinary reports, grievances, performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets 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 basic legal, medical, accounting, mechanical, and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies and departments/divisions, and citizens.

**Environmental Adaptability**

- Work is primarily performed indoors.
- Work involves responding to security emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Security Manager	<b>Class Number:</b>	1025402
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Sheriff's Office		

### **Classification Function**

The purpose of this classification is to manage, coordinate, supervise, assign, control, and review the work of security personnel in the Protective Services division; to assist the Deputy Sheriff, Captain assigned to the Protective Services division in the overall planning and organizing of the unit.

### **Distinguishing Characteristics**

This management class is responsible for planning, coordination, and supervision of the Protective Services division of the Sheriff's Department directly and through subordinate supervisors. This class works under direction and the incumbents are expected to study, evaluate, and recommend changes to, or to develop of new policies and procedures for the division's operations. 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. This class is distinguished from the Deputy Sheriff, Captain in that the latter has overall responsibility for division programs and activities. It is further distinguished from the Security Lieutenant that supervises and participates in the operations and activities of units over an assigned shift.

### **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%
- Manages, coordinates, supervises, and evaluates the work of subordinate supervisors of the Protective Services division; analyzes, plans and directs a comprehensive security program; develops and updates security policies and procedures; conducts daily security inspections of facilities and grounds; remains on-call for emergencies.
- 25% +/- 10%
- Supervises the division's functions through subordinate supervisors; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; conducts informal training procedures.
- 10% +/- 5%
- Prepares the division budget and coordinates fiscal affairs; arranges for inspection and maintenance of equipment; confers regularly with the Captain on the implementation of policies, programs, and procedures for the division.
- 20% +/- 5%
- Performs law enforcement duties; interprets and enforces laws, rules and regulations; patrols grounds and buildings; apprehends and detains violators; testifies in court as required; utilizes firearms and handcuffs in the performance of duties.

## **Security Manager**

### **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 incident reports, safety violations, shift reports, invoices, attendance reports, disciplinary reports, grievances, proposals, vacation requests, and video recordings.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, websites, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 basic legal, medical, accounting and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies and departments/divisions, and citizens.

### **Environmental Adaptability**

- Work is primarily performed indoors.
- Work involves responding to emergency situations.

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