



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**  
**MEETING**  
**TUESDAY, JANUARY 20, 2015**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM DECEMBER 2, 2014 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2014-0299: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - b) R2015-0003: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - c) R2015-0008: A Resolution authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

- d) O2015-0001: An Ordinance amending Chapter 114 of the Cuyahoga County Code to ensure transparency and equity across county appointees, and declaring the necessity that this Ordinance become immediately effective.

**6. MISCELLANEOUS BUSINESS**

**7. OTHER PUBLIC COMMENT**

**8. ADJOURNMENT**

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



## **MINUTES**

### **CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**

**TUESDAY, DECEMBER 2, 2014**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**10:00 AM**

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

**Chairwoman Conwell called the meeting to order at 10:03 a.m.**

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

**Ms. Conwell asked Ms. Culek to call the roll. Committee members Conwell, Gallagher and Hairston were in attendance and a quorum was determined. Committee members Germana and Simon entered the meeting shortly after the roll call was taken.**

#### **3. PUBLIC COMMENT RELATED TO THE AGENDA**

**No public comments were given.**

#### **4. APPROVAL OF MINUTES FROM NOVEMBER 18, 2014 MEETING**

**A motion was made by Mr. Gallagher, seconded by Mr. Hairston and approved by unanimous vote to approve the minutes of the November 18, 2014 meeting.**

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

- a) R2014-0286: A Resolution authorizing an agreement with Mayfield Village for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015-12/31/2017; authorizing the County Executive to execute the agreement and all

other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

**Ms. Lisa Durkin, Deputy Director of Human Resources Operations, addressed the Committee regarding Resolution No. R2014-0286. Discussion ensued.**

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

**On a motion by Mr. Hairston with a second by Mr. Germana, Resolution No. R2014-0286 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

- b) O2014-0035: An Ordinance amending Chapter 303 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective

**Ms. Sara DeCaro, Staff Attorney for the Personnel Review Commission; Ms. Rebecca Kopcienski, Administrator of the Personnel Review Commission; Mr. Michael King, Special Counsel; and Ms. Lisa Durkin, addressed the Committee regarding Ordinance No. O2014-0035. Discussion ensued.**

**Committee members asked questions of Ms. DeCaro, Ms. Kopcienski, Mr. King and Ms. Durkin pertaining to the item, which they answered accordingly.**

**Mr. Germana introduced a proposed substitute to Ordinance No. O2014-0035. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Germana, Ordinance No. O2014-0035 was amended by inserting *“Employees shall be given advance notice of reassignment or reclassification in the manner prescribed by the Personnel Review Commission’s administrative rules adopted pursuant to section 301.02 of the code”* in Section 303.01(D)(2) and then was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted and amended.**

## **6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business to discuss.**

7. OTHER PUBLIC COMMENT

**No public comments were given.**

8. ADJOURNMENT

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 10:34 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0299

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

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

WHEREAS, on November 5, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S), and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Building Rehabilitation Specialist Supervisor*  
Number: 1020313  
Pay Grade: 10  
\*Classification number changed from 1021312 to 1020313 necessitated by the creation of a new classification: (Sr. Building Rehabilitation Specialist) within the series.
- Exhibit B: Class Title: *Construction Supervisor*  
Number: 1045113  
Pay Grade: 8  
\*Revise to *Project Inspection Supervisor* per recommendation of PRC Hearing Officer and settlement discussion with appellants.
- Exhibit C: Class Title: *Data Security Specialist*  
Number: 1053141  
Pay Grade: 7  
\*Revise and change to Security Systems Compliance Coordinator. Pay grade changed from 7 to 8. Updated spec. to new format to include percentages of time spent on essential functions.
- Exhibit D: Class Title: *Employee Benefits Manager*  
Number: 1053663  
Pay Grade: 15  
\*Change in classification number from 1053662 to 1053663 necessitated by creation of new classification (Sr. Employee Benefits Coordinator) in the series.
- Exhibit E: Class Title: *Employee Relations Specialist 1*  
Number: 10533651  
Pay Grade: 13  
\*Revised spec. to new format to include percentages of time spent on essential functions and revised essential functions.
- Exhibit F: Class Title: *Employee Relations Specialist 2*  
Number: 1053652  
Pay Grade: 14  
\*Revised spec. to new format to include percentages of time spent on essential functions and revised essential functions.
- Exhibit G: Class Title: *HRIS Systems Administrator*  
Number: 1053625  
Pay Grade: 14B

\*Updated spec. to new format to include percentages of time spent on essential functions and revised essential functions; pay grade change from 13 to 14B.

Exhibit H: Class Title: *Housing Manager*  
Number: 1021315  
Pay Grade: 15  
\*Changed classification number from 1021313 to 1021315 necessitated by creation of new classification (Community Development Officer) within the series.

Exhibit I: Class Title: *Sewer Maintenance Superintendent*  
Number: 1043123  
Pay Grade: 15  
\*Change classification number from 1042514 to 1043123 necessitated by the deletion of Sewer Maintenance Manager.

Exhibit J: Class Title: *Senior Nurse Supervisor*  
Number: 1054114  
Pay Grade: 12  
\*Changed department to include Sheriff's Department. Updated spec. to new format to include percentages of time spent on essential functions and revised essential functions.

Proposed Deleted Classifications:

Exhibit K: Class Title: *Sewer Maintenance Manager*  
Number: 1043123  
Pay Grade: 13

Exhibit L: Class Title: *MST Therapist*  
Number: 1056271  
Pay Grade: 9

Exhibit M: Class Title: *Project Inspector Supervisor*  
Number: 1062211  
Pay Grade: 10

Addition of the following Classifications: (See Attached Classification Specifications)

Exhibit N: Class Title: *Animal Adoptions Coordinator*  
Number: 1022401  
Pay Grade: 4

- Exhibit O:    Class Title:    *Business Infrastructure Analyst*  
                   Number:        1053201  
                   Pay Grade:      13B
- Exhibit P:    Class Title:    *Community Development Officer*  
                   Number:        1055241  
                   Pay Grade:      14
- Exhibit Q:    Class Title:    *Dockworker*  
                   Number:        1012121  
                   Pay Grade:      2
- Exhibit R:    Class Title:    *Senior Building Rehabilitation Specialist*  
                   Number:        1021312  
                   Pay Grade:      7
- Exhibit S:    Class Title:    *Senior Employee Benefits Coordinator*  
                   Number:        1053662  
                   Pay Grade:      9

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: December 9, 2014

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

Journal \_\_\_\_\_

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Building Rehabilitation Specialist Supervisor	<b>Class Number:</b>	1021312
		<b>Pay Grade:</b>	10

<b>Departments:</b>	Development, only
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## Classification Function

The purpose of this classification is to supervise lower level building rehabilitation specialists.

## 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.

- Supervises building rehabilitation specialists performing initial inspections, energy efficiency inspections and estimates on rehabilitation projects (e.g. - assigns and reviews work; provides job training and instruction; conduct performance evaluations; coordinates between inspectors and borrowers when a conflict arises; conducts meetings; travels to inspection sites to observe work).
- Prepares and maintains various construction inspection reports and records (e.g.- prepares and submits time and cost estimates; writes specifications for special projects; prepares and reviews contracts and vouchers; maintains computerized specification writing system; develops, designs and maintains data bases for managerial and financial reporting).
- Performs and prepares other programmatic duties (e.g.- maintains all required state and federal licensing with regards to the execution of lead programs; interprets federal, state and local laws concerning lead; coordinates proposals, contracts and agreements; administers rules and regulations; reviews and recommends loans for approval; answers questions and negotiates disagreements with homeowners).
- Functions as liaison to local building departments of participating communities.
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.

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

Technical training in construction management and five years of building inspection experience; or any equivalent combination of training and experience.

### Additional Requirements

No additional license or certification required.

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

### Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp meter, blower door, analyzer, combustible gas detector, bore sighter, and thermal imaging gun.
- Ability to operate a variety of office machines and equipment including personal computer, printer, adding machine and telephone.

- Ability to operate a motor vehicle.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic high school algebra.

**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 or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including client files, work specifications, bid proposals, contract qualifications, contracts, inspection documents, production reports, building plans, flow charts, HUD report forms, correspondence, industry newsletters and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CABO and BOCA code books, Hometech, HUD Grantee, EPA Guidelines for Lead-Based Paint Hazards, mold and moisture manual, and personnel policy manuals.
- Ability to prepare Rehabilitation Progress Report, Building Weatherization Report, automated specifications, inspection reports, employee performance evaluations 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 use and interpret energy conservation terminology, housing rehabilitation and building construction terminology and language.
- Ability to communicate with supervisors, inspectors, contractors, clients, City grantees, other building departments, other County employees, and government agency representatives.

**Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions.

*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>	Construction Supervisor	<b>Class Number:</b>	1045113
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

**Distinguishing Characteristics**

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises clerical and technical level classifications.

**Essential Job Functions**

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

- 20% +/- 10%
- Supervises the work of clerical and technical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.
  
- 10% +/- 10%
- Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.
  
- 20% +/- 10%
- Oversees construction project logistics; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project.
  
- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.
  
- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

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

Associate's degree in engineering technology with three years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

No licensing 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 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 understand and perform addition, subtraction, multiplication and division.

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.

- Ability to prepare board actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, 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 legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Inspection Supervisor	<b>Class Number:</b>	1045113
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

### Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises technical and clerical level classifications.

### Essential Job Functions

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

- 20% +/- 10%
- Supervises the work of technical and clerical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.
  
- 30% +/- 10%
- Oversees construction project logistics; reviews contractor's project schedule; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.
  
- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.
  
- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

## **Project Inspection Supervisor**

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

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

Associate's degree in engineering technology with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **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 operate a camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.
- Must have physical ability to perform essential functions.

#### **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.

#### **Mathematical Ability**

- Ability to understand and perform addition, subtraction, multiplication, division, calculation of decimals and percentages, make use of the principles of algebra, geometry, trigonometry and descriptive statistics.

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

### **Project Inspection Supervisor**

- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, 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 legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions and may risk exposure to toxic/poisonous agents or traffic hazards
- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Data Security Specialist	<b>Class Number:</b>	1053141
		<b>Pay Grade:</b>	7

<b>Departments:</b>	Public Safety & Justice Services, only
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## Classification Function

The purpose of this classification is to provide security for the physical and data systems and components for the Cuyahoga Regional Information System (CRIS) division.

## 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.

- Provides security for the physical and data systems and components for the CRIS division (e.g. – ensures the administration of the secure dial-up system; assists in maintaining network topology documentation; supports security-related configuration management; provides guidance in implementing security measures at the local level; controls access to CRIS network; analyzes overall system operations to determine security needs).
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- Performs administrative duties (e.g. – serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

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

Associate's degree in computer science or related field with one year of computer systems 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, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

### Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Security Systems Compliance Coordinator	<b>Class Number:</b>	1053141
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8
<b>Departments:</b>	Public Safety & Justice Services, only		

## Classification Function

The purpose of this classification is to the position's purpose is to ensure departmental compliance with the Law Enforcement Automatic Data System (LEADS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS) policies and that all persons who operate REDSS terminals are certified in accordance with LEADS policies.

## Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with crime information systems. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

## 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% +/- 15%

- Serves as point-of-contact at the regional level for matters relating to LEADS information access; oversees the administration of the LEADS/CJIS system programs within the local agency; oversees the agency's compliance with LEADS/CJIS systems policies
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- Performs administrative duties (e.g. - serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

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

Associate's degree in computer science or related field with one year of computer systems 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, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

**Supervisory Responsibilities**

- Ability to review the work of other employees.
- Ability to provide training and instruction.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Benefits Manager	<b>Class Number:</b>	1053662
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Departments:</b>	Office of Human Resources (OHR), only		

## Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

## 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.**

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

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

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; 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, copier and fax machine.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIPA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Relations Specialist 1	<b>Class Number:</b>	1053651
		<b>Pay Grade:</b>	13

<b>Departments:</b>	County Human Resource Department, only
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### Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to represent the County in matters pertaining to employment.

### 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.

- Participates in employee discipline process (e.g. - presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted).
- Represents County in other matters pertaining to labor and employment (e.g. - appears for the County and advocates on its behalf at the Ohio Bureau of Employment Services in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements and at State Employee Relations Board; serves as lead negotiator of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County prosecutor in the preparation of defense of employment cases; may serve as the Board's designee at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension).
- Performs special investigations (e.g. - investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, AIDS in the workplace, hiring of ex-felons, falsification of county records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations).
- Performs administrative duties (e.g. - serves as liaison between the Human Resource Department and the County Prosecutor's Office).

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

Bachelor's degree in human resources, labor relations or related field with two years of labor relations, personnel 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 utilizing departmental software, fax machine.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and language.
- Ability to communicate effectively with personnel officers, personnel administrators, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Relations Specialist 1	<b>Class Number:</b>	1053651
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Department:</b>	Human Resources, only		

### Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

### Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

### 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%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

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

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources 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**

**Data Utilization**

- 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.

**Physical Requirements**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

**Employee Relations Specialist 1**

**1053651**

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Relations Specialist 2	<b>Class Number:</b>	1053652
		<b>Pay Grade:</b>	14

<b>Departments:</b>	County Human Resource Department, only
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### Classification Function

The purpose of this classification is to assist representing the County in the administration of employment relations program (i.e. Unemployment Compensation) and participate in employee grievance procedure.

### 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.

- Assists representing the County in the administration of employment relations program (e.g. - establishes program goals for unemployment compensation cost containment, coordinates review of request for information separation; coordinates charge back reports; coordinates preparation of quarterly reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES).
- Participates in employee discipline process (e.g. - presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted).
- Represents County in other matters pertaining to labor and employment (e.g. - appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; serves as lead negotiator of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County prosecutor in the preparation of defense of employment cases; may serve as the Board's designee at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension).
- Performs special investigations (e.g. - investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, AIDS in the workplace, hiring of ex-felons, falsification of county records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations).
- Performs administrative duties (e.g. - serves as liaison between the Human Resource Department and the County Prosecutor's Office; coordinates training).

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

Bachelor's degree in human resources, labor relations or related field with five years of labor relations, personnel 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 utilizing departmental software, fax machine, calculator, etc.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and language.
- Ability to communicate effectively with personnel officers, personnel administrators, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Relations Specialist 2	<b>Class Number:</b>	1053652
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Department:</b>	Human Resources, only		

### Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

### Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

### Essential Job Functions

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

- 30% +/- 10%
- Assists in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

10% +/- 5%

- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment –related training on various issues (i.e. OSHA)).

10% +/- 5%

- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,

5% +/-25%

- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

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

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources 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**

**Data Utilization**

- 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.

**Physical Requirements**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	HRIS Administrator	<b>Class Number:</b>	1053625
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Department:</b>	Office of Human Resources, only		

### Classification Function

The purpose of this classification is to manage the County's payroll function using the countywide human resources information system (HRIS) and to supervise payroll administrators, payroll officers, personnel technicians and other support staff. The classification also provides ongoing technical support, training, development, configuration, testing, and analysis of business needs for the HRIS Division for payroll, migrations of agencies onto the HRIS including benefits and other areas.

### 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.**

- Manages the County's payroll function using the countywide human resources information system (HRIS) (e.g.- manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the County Auditor for all Board of County Commissioners (BOCC) and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates professional pay increase notifications; works with supervisor to coordinate and test HRIS updates; assesses and communicates HRIS performance; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the County Auditor's Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to; serves as liaison for Payroll and HRIS to other elected officials, governmental agencies and County departments; on call status for urgency of issue resolution).
- Supervises payroll administrators, payroll officers, personnel technicians and other support staff (e.g.- assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings).
- Provides various HRIS support services (e.g.- troubleshoots system and payroll issues; provides maintenance and configuration changes, as needed; tests interfaces to County Auditor's payroll; develops and maintains system configuration, such as maintaining wage tables; serves in lead role in further development of HRIS and new applications; tests changes to system; creates and maintains procedural manuals, reports, graphs, charts to present programming, functionality and other information; develops and delivers end user training programs).
- Administers Timelink Time Clock System (e.g.- coordinates Timelink configuration; maintains work schedules; develops, maintains and changes system schema coding; administers and maintains for current and new end-users the Timelink Time Clock System; serves as liaison to Timelink Corporation; provides in-house maintenance user training).
- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support. Analyzes business needs for possible configuration changes.
- Serves as functional lead on Employee Self Service project including paperless time sheets, paperless payroll, move from week in blind and analysis of all changes.

- Serves as functional lead on special projects including upgrade of system and applications. Maintains functional expertise and liaisons with programmers to ensure information system coding is conducive with functional needs.
- Serves as back-up to payroll staff and Systems Manager.

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

Bachelor's degree in business administration or human resources with five years of human resources experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including computer, printer, typewriter, fax machine, and calculator.

**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.

**Language Ability & Interpersonal Communication**

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including personnel records, withholding forms, Public Employees Retirement System (PERS) forms, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including SAP Manuals, Benefits Manual, collective bargaining agreements, and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, transport forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

**HRIS System Administrator**

1053625

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and HRIS terminology and language.
- Ability to communicate with County Human Resource Director, department directors, personnel managers, supervisors, County Auditor's office, other County elected officials, other County employees, consultants, union leadership, bank associates, and insurance carriers.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	HRIS Administrator	<b>Class Number:</b>	1053625
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14B
<b>Dept:</b>	Human Resources, only		

## Classification Function

The purpose of this classification is to manage the County's payroll function using the countywide human resources information system (HRIS) and the employee self service intranet interactive portal to the HRIS. This classification supervises payroll administrators, payroll officers, personnel technicians and other support staff. The classification also provides ongoing technical support, training, development, configuration, testing, and analysis of business needs for the HRIS Division for payroll and migrations of agencies onto the HRIS including benefits and other areas.

## 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% +/- 15%
- Manages the County's payroll function using the countywide human resources information system (HRIS); manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the Fiscal Office for all County Council Departments and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates progression pay increase notifications; coordinates and tests HRIS updates; assesses and communicates HRIS performance; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the Fiscal Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants; serves as liaison to the Fiscal Office; creates various reports; on call status for urgency of issue resolution.
- 25% +/- 15%
- Creates validation rules for employee self service intranet interactive portal to the HRIS; creates schedules, holidays and calendars to allow employees time sheet submittals; monitors accuracy of time sheet submissions; serves as functional lead on issues.
- 10% +/- 5%
- Supervises payroll administrators, payroll officers, personnel technicians and other support staff; assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings.
- 10% +/- 5%
- Provides various HRIS support services; troubleshoots system and payroll issues; provides maintenance and as needed configuration changes and testing to interfaces to Fiscal Office's payroll; develops and maintains system configuration, such as maintaining wage tables; serves in lead role in further development of HRIS and new applications; develops and delivers end user training programs.
- 10% +/- 5%
- Administers timekeeping system; coordinates timekeeping system maintains work schedules; develops, maintains and changes system schema coding; administers and maintains for current

**HRIS System Administrator****1053625**

and new end-users the timekeeping system; serves as liaison to the timekeeping system vendor; provides in-house maintenance user training.

- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support; analyzes business needs for possible configuration changes. 10% +/- 5%
- Serves as functional lead on special projects including upgrade of system and applications. 3% +/- 5%
- Serves as back-up to payroll staff and Systems Manager. 2% +/- 5%

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

Bachelor's degree in business administration or human resources with six (6) years of human resources experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including computer, printer, typewriter, fax machine, and calculator.

**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.

**Language Ability & Interpersonal Communication**

- Ability to perform upper-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.

## **HRIS System Administrator**

**1053625**

- Ability to comprehend a variety of informational documents including personnel records, withholding forms, Public Employees Retirement System (PERS) forms, bargaining unit contracts, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, Benefits Manual, collective bargaining agreements, Fiscal Office rules and regulations and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, validation rules, transport 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 use and interpret human resources and HRIS terminology and language.
- Ability to communicate with County Human Resources Director, department directors, personnel managers, supervisors, Fiscal Office staff, other County elected officials, other County employees, consultants, union representatives, bank associates, and insurance carriers.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Housing Manager	<b>Class Number:</b>	1021313
		<b>Pay Grade:</b>	15

<b>Departments:</b>	Development only
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## Classification Function

The purpose of this classification is to manage the daily activities of County's Housing Program and supervise building rehabilitation and development staff.

## Essential Job Functions

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

- Manages the daily activities of the County's Housing Program (e.g.- meets with director to coordinate and develop policies; develops housing programs which expand home-ownership opportunities, housing rehabilitation loans, weatherization program and other housing related initiatives).
- Supervises building rehabilitation and development staff (e.g.- assigns work and reviews completed work; provides job training and instruction; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; recommends promotion; approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding housing issues; addresses audiences on fair housing issues; moderates discussions pertaining to fair housing; serves as panelist to discuss fair housing issues, represents fair housing and related interests at meetings).
- Performs administrative duties (e.g.- maintains records of various housing activities; prepares correspondence to communities, housing groups and other organizations; prepares and/or provides input on various reports).

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

Master's degree in business or public administration with three years of urban development/housing 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 typewriter, adding machine, calculator and copier.

**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, calculate decimals and percentages and make use of the principles of descriptive statistics.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including housing program policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, RFP's, requests for grant applications, newspaper copies 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret housing and legal terminology and language.
- Ability to communicate with director, supervisors, employees, source persons, clients, HUD personnel, Ohio Civil Rights Commission personnel, housing groups, landlords, tenants, municipalities elected, public officials, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Sewer Maintenance Superintendent	<b>Class Number:</b>	1042514
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Department of Public Works		

**Classification Function**

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of the Public Works Office; may provide administrative support to the Maintenance Administrator.

**Distinguishing Characteristics**

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator to discuss plans, projects, and 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.**

- 30% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
  
- 30% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
  
- 30% +/- 5%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

## Sewer Maintenance Superintendent

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

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

Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Ohio Class II Wastewater Collections License and CPR may be 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 a two way radio.

#### **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 understand and apply high school algebra, geometry, calculus and 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 overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.

## **Sewer Maintenance Superintendent**

- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos 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 maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Nurse Supervisor	<b>Class Number:</b>	1054114
		<b>Pay Grade:</b>	12

<b>Departments:</b>	Human Services
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## Classification Function

The purpose of this classification is to assist the Nursing Director supervise Nursing Supervisors and coordinate the PASSPORT and home care skilled services programs.

## Essential Duties and Responsibilities

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

- Assists Nursing Director supervise Nursing Supervisors (e.g.- assists establishing work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary).
- Coordinates nursing activity within the PASSPORT and home care skilled services programs (e.g. - assesses, designs, implements and evaluates new PASSPORT referral care plans; monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the clients plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides).
- Develops and coordinates in-service training programs and independent study topics (e.g.- develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records; develops and responds to Requests for Proposals and funding grants).
- Oversee special assignments as assigned by Nursing Director.
- Assists with developing and monitoring quality assurance programs and compliance with program specifications.
- Performs administrative duties (e.g.- monitors compliance and maintenance of records and forms in a timely manner; attends interagency and community meetings).

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

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

### Additional Requirements

Biennial renewal of license required.

Exhibit J

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

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with physicians, clients, families, community groups, staff, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed in a health care facility.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Nurse Supervisor	<b>Class Number:</b>	1054114
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Human Services & Sheriff's Department		

## Classification Function

The purpose of this classification is to assist the Nursing Director supervise Nursing Supervisors and coordinate the PASSPORT and home care skilled services programs.

Or

To assist the Nursing Director at the Corrections Facility supervise medical staff on the evening shift and assist coordinate training programs and special assignments.

## Distinguishing Characteristics

This is a supervisory class responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected 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.

- 45% +/- 10%

• Assists Nursing Director supervise Nursing Supervisors; assists establishing work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary.
  - 25% +/- 10%

• Coordinates nursing activity within the PASSPORT and home care skilled services programs; assesses, designs, implements and evaluates new PASSPORT referral care plans; monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the clients plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides.
- Or
- 45% +/- 10%

• Assists Nursing Director supervise medical staff on the evening shift; establishes work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary; monitors and evaluates employee performance.
  - 25% +/- 5%

• Coordinates medical activity within the Inmate Services unit on the evening shift; monitors direct patient care; delegates certain responsibilities to staff members and ensures that activities are completed; assists in meeting the National Commission on Correctional Health Care standards for quality care.

15% +/- 5%

- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records; develops and responds to Requests for Proposals and funding grants.

15% +/- 5%

- Assists with developing and monitoring quality assurance programs and compliance with program specifications; performs administrative duties; monitors compliance and maintenance of records and forms in a timely manner; attends interagency and community meetings.

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

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

### **Additional Requirements**

Biennial renewal of license required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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.

## Senior Nurse Supervisor

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

## Environmental Adaptability

- Work is typically performed in a health care facility or a corrections facility.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Sewer Maintenance Manager	<b>Class Number:</b>	1043123
		<b>Pay Grade:</b>	13

<b>Departments:</b>	Sanitary Engineer, only
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### Classification Function

The purpose of this classification is to manage sewer maintenance schedules, budgets and programs and to supervise sewer maintenance supervisors.

### 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.

- Manages sewer maintenance schedules, budgets and programs (e.g. - develops and modifies programs, policies and procedures; administers and monitors the division's budget; approves equipment and supply expenditures; establishes production goals; maintains inventory control system; maintains contact with public officials, service directors and other agencies; completes required reports).
- Supervises sewer maintenance supervisors (e.g. - supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; delegates authority and responsibility to subordinates; determines work schedules; investigates and resolves employee problems; prepares and reviews performance evaluations; ensures training requirements are met)
- Oversees sewer maintenance activities (e.g. - coordinates, directs, and monitors sewer maintenance activities; develops and coordinates capital repair projects; schedules repair assignments; inspects job sites; responds to telephone and written inquiries and complaints)

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

Vocational/technical training in sanitation with six years of sewer maintenance including three years in a supervisory capacity, or any equivalent combination of training and experience.

#### Additional Requirements

Requires the minimum of an Ohio Class II Wastewater Operators License

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

#### Physical Requirements

- Ability to operate a variety of equipment and tools such as a personal computer, fax machine, blue print copier, and telephone
- Ability to perform on-site inspections.
- Ability to discriminate between colors and odors.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees
- Ability to provide instruction to other employees
- Ability to recommend the discipline or discharge of other employees
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret basic descriptive statistical reports, apply algebraic equations.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including reports such as budget and production reports, time sheets, job applications, specifications, maps, blue prints, memorandum, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, blue prints, safety manuals, equipment books, materials texts, product journals, and management, operation, and personnel policy manuals.
- Ability to prepare reports such as maintenance, production goal, and annual reports, letters, job and budget requests, memorandum, performance evaluations, specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisors, field crew, mechanics, engineers, County and city employees.

**Environmental Adaptability**

- Work is typically performed in an office environment. Must be able to respond to routine and emergency field conditions.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	MST Therapist	<b>Class Number:</b>	1056271
		<b>Pay Grade:</b>	9

<b>Departments:</b>	Justice Affairs, only
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## Classification Function

The purpose of this classification is to conduct Multisystemic Therapy with youth and their families in the home and community environment.

## 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.

- Conducts Multisystemic Therapy (MST) with youth and their families in the home and community environment (e.g.- conducts MST assessments; reviews referral information; identifies and engages key participants; identifies systemic strengths and weaknesses; develops an analysis of the fit of problem behaviors within the ecological context; provides direct clinical treatment using methods compatible with MST principles and practices).
- Engages primary caregiver and other key participants in active change-oriented treatment by identifying and overcoming barriers to engagement.
- Implements a problem conceptualization, treatment planning, intervention implementation, outcome review, and strategy revision procedure using the MST analytic process.
- Maintains clear and concise documentation of treatment efforts that promote peer and supervisory review and feedback, and that demonstrates compliance with the MST principles and the MST analytic process (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares treatment plans and evaluations, prepares correspondence to families, courts, state and community agencies).
- Collaborates with all relevant systems and key participants within each system to ensure their buy-in and cooperation throughout MST treatment.
- Participates in all MST supervision and consultation activities; participates in all MST training; participates in all on-call rotation requiring 24/7 on-call duties.

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

Bachelor's degree in social work or counseling with three years of counseling experience; or any equivalent combination of training and experience.

### Additional Requirements

Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

Exhibit L

**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, telephone, calculator, copier and typewriter.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, psychological assessment and evaluation reports, chemical dependency screening documents, case plans, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including MST Manual, MST organizational Manual, log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare consultation paperwork, supervision paperwork, progress notes, progress reports, assessments, treatment plans, case management plans, referral forms, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, MST consultant, administrators, outside treatment centers, other social service agencies and the general public.

**Environmental Adaptability**

- Work is typically performed with youth and their families in the home and community environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Inspector Supervisor	<b>Class Number:</b>	1062211
		<b>Pay Grade</b>	10

<b>Departments:</b>	Central Services, only
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## Classification Function

The purpose of this classification is to supervise lower level project inspectors and to develop a project inspection program to enforce specification details, rules 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.

- Supervises lower-level project inspection personnel and develops project inspection program (e.g. - distributes inspection duties among inspectors for constructions; reviews plans in coordination with engineers and analyzes with inspectors; assigns and schedules employees and equipment to reach goals; evaluates program and provides suggestions for improvement; monitors production level by reviewing reports and recording on sewer maps and makes adjustments, accordingly; makes on-site visits to ensure proper building and for problem solving).
- Performs administrative duties (e.g. - completes daily log, time sheets, monthly reports, leave requests, and construction job descriptions, etc.; meets with and solves problems with engineers from other jurisdictions, building commissioners, service directors and contractors, etc.; orders needed equipment; schedules equipment and safety equipment maintenance and repair).

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

Vocational/technical training in inspection techniques with three years of project inspection experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification 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, adding machine, calculator.

### Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

### Mathematical Ability

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including daily maintenance reports, attendance records, department directives, time sheets, billing invoices, daily logs, inventory records, personnel forms, evaluation forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including blueprints, maps, personnel policy manuals, safety manuals, and construction manuals.
- Ability to prepare discipline forms, requests for service, payroll sheets, annual projections, daily maintenance reports, attendance records, time sheets, billing invoices, daily logs, inventory records, personnel forms, evaluation 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, mechanical and electrical terminology and language.
- Ability to communicate effectively with subordinates, directors/managers/supervisors, other County employees, City officials, contractors, building commissioners, consultants, engineers, and the general public.

**Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions.
- Some work performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Animal Adoptions Coordinator	<b>Class Number:</b>	1022401
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4
<b>Department:</b>	Public Works		

## Classification Function

The primary purpose of this classification is to assist customers to adopt appropriate dogs and to increase the adoptability of dogs.

## Distinguishing Characteristics

This is a journey level clerical classification that assists customers adopt dogs and enhances the adoptability of dogs. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Kennel Operations Supervisor that oversees the work of this class and requires a higher level of education and experience.

## 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.

- Assists with various parts of the adoption process including adoption screening, adoption counseling, and education. 40% +/- 15%
- Evaluates dog for adoption and rehabilitation including categorizing into adoption counseling aides; assists in updating dog information and works with obedience and behavioral evaluation and training. 30% +/- 10%
- Provides pre and post adoption support services with regard to behavior and training; receives and places telephone calls concerning adoptable dogs, lost and found dogs, rabies and license information and adoption proceedings. 20% +/- 5%
- Assists individuals looking for lost dogs by providing information and taking individuals through locked area; develops and implements behavioral enrichment and rehabilitation programs for dogs in the shelter. 10% +/- 5%

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

High School diploma or GED with three (3) years of customer service or related 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 computers and peripheral equipment.

**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 analyze data and/or information. Ability to exercise 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 informational documents including dog records, transfer sheets, and impound sheets.
- Ability to comprehend a variety of reference books and manuals including union contract, County policy and procedures, dog encyclopedia, and behavior and assessment evaluations.
- Ability to prepare cage cards and notes on dog's record.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to communicate with supervisors, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Infrastructure Analyst	<b>Class Number:</b>	1053201
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to research, identify, manage and coordinate methods for enhancing County business efficiency through information and technology.

### Distinguishing Characteristics

This is a professional, journey level classification that receives direction from a unit manager. The employee in this classification combines technical and organizational duties to establish information systems and project management support for County departments' functions.

### Essential Job Functions

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

- 40% +/- 10%
- Plans, directs and manages the activities and operations for new project development; consults with County departments regarding technical equipment and service requirements; reviews and analyzes departmental functions, information requirements, existing systems, methods and procedures to determine information service needs; defines work to be accomplished; researches and recommends design alternatives; prepares systems assessment reports and feasibility, requirement, and impact studies; evaluates business decisions for compatibility with current information technology structure and architecture; develops requests for proposal and bid specifications for consultant services; develops data models, workflow charts and data flow diagrams; adheres to project timelines; communicates with customers on project status.
- 30% +/- 10%
- Provides technology support to County departments; provides input and recommendations for the customers' annual budgets related to technology needs; collaborates with customers to plan for future technology needs; prepares reports related to department achievements; coordinates projects with staff from other departments; assists customers with contract preparation and negotiation.
- 20% +/- 10%
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department including department managers, coworkers, vendors, customers, and elected officials; attends and participates in professional group meetings, committees, staff meetings, seminars, and conferences; stays abreast of new trends and innovations in the field of computer technology; represents the unit on planning committees.
- 10% +/- 5%
- Keeps track of projects and chargebacks

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

Bachelor's degree in business administration, computer science or a related field and five (5) years experience in information technology project management; or an equivalent combination of education and experience..

### Additional Requirements

Working knowledge of the infrastructure technology in use at the County.

Exhibit O

## Business Infrastructure Analyst

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

#### **Data Utilization**

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; the ability to use descriptive statistics; the ability to utilize statistical inference.

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

- Ability to comprehend a variety of informational documents including customer service requests, contracts, statement of work, spreadsheets, project documentation, flow chart diagrams, architectural drawings, and network diagrams.
- Ability to comprehend a variety of reference materials and manuals including policy manuals, contracts, training manuals, requests for proposal, project statement of work, project schedule, action item logs, and project budgets.
- Ability to prepare status reports, project charter, scope of work, procedures, change request forms, change logs, work plans, project schedules, budgets, plans, reports, diagrams, manuals, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with outside agencies, departmental employees, trainees, clients, consultants, sales representatives, attorneys, and law enforcement personnel.
- Ability to use and interpret contract, legal, accounting and network terminology and language.

#### **Environmental Adaptability**

Business Infrastructure Analyst

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Community Development Officer	<b>Class Number:</b>	1055241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Development, only		

### Classification Function

The purpose of this classification is to implement major community development programs, including targeted infrastructure grants to cities, targeted façade repair rebates to private building owners, pass-through bond financing to profit and non-profit entities and direct loans of special County revenues to large scale downtown development projects.

### Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for planning, directing and controlling a division of the Development Administrator Department responsible for either economic development, community development, or regulation and compliance. This class works under administrative direction from the Development Administrator, and work requires the analysis and solution of operational, technical and administrative problems related to community development or compliance and regulation. The incumbent exercises discretion in applying policies and procedures to resolve programmatic 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.**

- 25% +/- 10%
- Manages the County's community development programs; meets with Director, Deputy Director and/or Program Administrator to coordinate and develop program goals, operations, direction, activities and policies; manages municipal and storefront programs and activities; researches, analyzes, and evaluates existing operations, systems, policies and procedures to identify areas for improvement and enhancement; develops program schedules and expected outcomes; develops new or revises programs and procedures.
- 25% +/- 10%
- Manages and administers a departmental division including economic development, community development or regulation and compliance; responsible for economic and community development opportunities; manages projects and programs including research, design and development, and reporting; analyzes financial aspects of projects, underwrites and determines collateral value; forecasts resource requirements and monitors usage and compliance of various funding streams; manages and monitors existing projects, related portfolios and compliance; manages deal structuring, negotiations and closing; administers development financing programs; monitors regulatory compliance; coordinates actions with issuance of bonds, bond counsel and related impacts of using bonds as a funding source in project planning; meets with director to coordinate and develop division goals, direction, activities and policies.
- 20% +/- 10%
- Analyzes and evaluates existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes.
- 10% +/- 5%
- Supervises subordinate staff; assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline;

reviews and approves employee leave requests; supervises all staff in absence of the Department Director.

10% +/- 5%

- Represents County at various meetings and conferences; provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs related administrative duties; prepares legislation for County Council and committees; prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares reports, grant proposals and applications; and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records.

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

Master's degree in business administration, finance or a related field with three (3) years of experience with community development programs; 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 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 budgets, contracts, resolutions, funding applications, financial statements, financial projections, appraisals, loan documents, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles, neighborhood stabilization programs, bond programs, Tax Exempt Bonds, CDBG regulations, the Ohio Revised Code and the Federal Register.
- Ability to prepare budgets, contracts, financial loan analysis, annual loan summary, payment reuests, compliance reports, legislation, performance evaluations, correspondence, project descriptions and other 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 legal, accounting, financial analysis and marketing terminology and language.
- Ability to communicate with staff, administrator, Deputy Chief, Director, elected officials, municipal employees, attorneys, real estate brokers, develpers, planner, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Dockworker	<b>Class Number:</b>	1012121
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	2
<b>Department:</b>	Sheriff's Department, only		

## Classification Function

The purpose of this classification is to unload all food and inventory supplies for the Jail and keep accurate records of all received items.

## Distinguishing Characteristics

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

## Essential Job Functions

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

- Unloads all food and inventory supplies for the Jail; operates fork lift to unload food and inventory supplies; operates manual and electric pallet jacks to distribute pallets to proper areas; unloads, stacks and organizes food and inventory items by hand; delivers inventory, medical, clerical and secretarial supplies; oversees inmates working in the stockroom. 70% +/- 20%
- Keeps accurate records of all received items; receives copies of purchase orders in order to confirm ordered quantity and accuracy of product; enters receipt information into purchasing system; determines condition of received goods; files all receipts from distributors. 20% +/- 10%
- Performs miscellaneous tasks related to storeroom activities; coordinates the pick-up of used pallets and receipt of payment; sweeps, cleans and removes trash; uses garbage lift to empty trash dumpster. 10% +/- 2%

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

High school diploma or equivalent and one (1) year of warehouse experience, or any equivalent combination of training and experience.

## Additional Requirements

Must be capable of obtaining a valid Ohio driver's license.

Tow Motor Operator Certification Preferred.

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

### Physical Requirements

- Ability to operate forklift, manual and electric pallet jacks and garbage lift.
- Ability to perform Essential Functions that include lifting, pushing, pulling, bending and climbing.

- Ability to operate a variety of automated office machines.

**Mathematical Ability**

- Ability to add, subtract, multiply and divide.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including memos, purchase orders, bills of lading, packing slips and other reports and records.
- Ability to comprehend a variety of reference books and manuals including supply order manuals.
- Ability to prepare tracker sheet of food items, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain procedures and to follow instructions.
- Ability to use and interpret purchasing terminology and language.
- Ability to communicate effectively with supervisors, coworkers, vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in a warehouse and office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Building Rehabilitation Specialist	<b>Class Number:</b>	1021312
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Department:</b>	Development Department, only		

## Classification Function

The purpose of this classification is to assist low income homeowners and owners of rental units occupied by low income tenants to repair and rehabilitate their homes by offering assistance with loan and grant programs. The classification oversees home repair and rehabilitation projects under a framework of well-defined policies, procedures, regulations and guidelines, and functions as a liaison with contractors, homeowners, rental property owners, and local municipal building departments.

## Distinguishing Characteristics

This is a technical classification with responsibility for identifying and coordinating home repairs and rehabilitation. This classification works under a framework of well-defined procedures and regulations. Exercise of judgment is required on details of work and making work specifications. Significant interaction is required with contractors, homeowners, rental property owners, and local community officials. This class consults with a supervisor as new or unusual situations arise.

## Essential Job Functions

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

- 20% +/- 10%
- Writes specifications for home repairs and rehabilitation and prepares bid packages; coordinates bid packages for multiple contractors; assists property owners and contractors with questions; receives contractors' bids and reviews for completeness; presents bids to homeowner for approval and contractor selection; prepares contracts between property owners and contractors.
- 15% +/- 5%
- Inspects existing structures to identify repairs and rehabilitation required by codes and other health and safety standards; acts as the property owner's advocate throughout bidding and construction.
- 20% +/- 10%
- Prepares all necessary documentation for loan or grant allocations; issues proceed orders to contractors; coordinates with contractors and property owner to assure work starts and continues through completion in a timely manner; inspects work for contract compliance; prepares contract change orders; conducts final inspection; prepares voucher package for payment.
- 15% +/- 5%
- Provides training on inspection standards and computer specification writing system operation to County employees and staff of cooperating outside agencies; assists supervisor with daily activities.
- 10% +/- 5%
- Maintains inspection records and prepares reports for use by administration authorities; prepares bi-weekly field service reports and other reports as required.

## **Senior Building Rehabilitation Specialist**

10% +/- 5%

- Maintains a computerized specification writing system with assistance from its vendor and County Information Technology staff; designs and maintains managerial and financial reports using this computerized system.

10% +/- 5%

- Conducts quality checks on department records; prepares reports for funders; promotes County programs.

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

Technical training in construction management and five (5) years of inspection experience; or any equivalent combination of training and experience.

### **Additional Requirements**

Valid, non-suspended, Ohio driver license, proof of automobile insurance, and a reliable vehicle.

### **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 operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

#### **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 bid documents, City permits, contractor registration, lead risk assessment, proceed orders and contractor activity reports.
- Ability to comprehend a variety of reference books and manuals including HOME guidelines, building codes, HUD lead rules and other inspection guidelines.
- Ability to prepare inspection reports, homeowner permission forms, cost estimate reports, lead service requests, bid documents, specifications, change orders 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, and to write business letters using correct grammar, spelling, and punctuation.

**Senior Building Rehabilitation Specialist**

- Ability to use and interpret building construction, engineering and accounting terminology and language.
- Ability to communicate with contractors, property owners, immediate supervisor, City building officials, other County employees, government agency representatives and field representatives.

**Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Employee Benefits Coordinator	<b>Class Number:</b>	1053662
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Human Resources, only		

### Classification Function

The purpose of this classification is to facilitate the configuration of benefits for County employees and regionalized entities. This classification assists with open enrollment and ensures that employee benefits concerns are addressed.

### Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring accuracy of employee benefits within the HRIS. The employee works under a framework of well established policies and procedures. The incumbent identifies benefits discrepancies for medical insurance providers. This class requires a higher level of experience than the entry level Employee Benefits Coordinator class and is responsible for preparing various departmental reports.

### 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% +/- 15%

- Updates employee benefits information to carriers; addresses discrepancy reports for medical providers; prepares queries; addresses TSO report issues; updates Ceridian/COBRA participants; calculates retroactivity.

15% +/- 5%

- Receives and responds to numerous emails regarding employee benefits issues; responds to numerous voice mails regarding employee benefits issues;

10% +/- 5%

- Prepares various reports including the Flexible Spending Account Report and the COBRA Report.

10% +/- 5%

- Configures in HRIS and other systems all new regional entities joining County benefit plans; configures in HRIS and other systems all new medical, supplemental and life insurance plans.

10% +/- 10%

- Configures and conducts Open Enrollment for County employees and all regionalized entities; configures and conducts Open Enrollment for transitioning unions.

10% +/- 5%

- Writes and reviews HRIS scripts; writes and reviews HRIS design specifications; conducts HRIS integration testing; updates HRIS for County employees; performs various administrative support tasks.

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

Bachelor's degree in human resources, business administration or related field with three (3) years of benefits experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Exhibit S

**Additional Requirements**

No special license or certification is required.

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

**Physical Requirements**

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

**Supervisory Responsibilities**

- Ability to review and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, evaluate, 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 medical carrier discrepancy reports, benefit deduction reports, employee benefit update documents and benefits records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, functional design specifications, HRIS configuration manual, medical provider manuals and County policies and procedures.
- Ability to prepare COBRA Report, Flexible Spending Account Report, queries 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 benefits and general medical terminology and language.
- Ability to communicate with co-workers, supervisor, staff, medical insurance providers, other County employees

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0003

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

WHEREAS, Section 2.01 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 Personnel Review Commission submitted a proposed new classification to the Cuyahoga County Non-Bargaining Classification Plan; and

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

WHEREAS, on December 5, 2014, the Personnel Review Commission met and recommended the new classification (attached hereto as Exhibit A), and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Proposed New Classification: (See Attached Classification Specification)

Exhibit A:    Class Title:    *Classification and Compensation Specialist*  
                  Number:       1082111  
                  Pay Grade:     12

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

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

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

Yeas:

Nays:

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

First Reading/Referred to Committee: January 13, 2015

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Classification and Compensation Specialist	<b>Class Number:</b>	1082111
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Departments:</b>	Personnel Review Commission, only		

### Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems.

### 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%

- Performs job analysis to collect data in support of classification and compensation activities (e.g., reviews all available job analysis material; conducts individual and/or group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); synthesizes data from multiple positions to confirm and/or revise classification specifications; documents all job analysis procedures).

30% +/- 5%

- Serves as a liaison between the PRC and department directors/hiring managers (e.g., meets with directors/hiring managers to review department reorganization plans; assesses compliance with legal guidelines and professional standards; assists in recommending and developing new classifications; provides status updates).

10% +/- 5%

- Reviews and revises job analysis and job evaluation practices and procedures (e.g., ensures practices and procedures meet legal guidelines and professional standards; identifies problems; develops and implements solutions).

10% +/- 5%

- Performs job evaluation to assist in establishing the County's compensation plan for non-bargaining employees (e.g., identifies compensable factors for successful performance; conducts analyses [point-factor, multiple regression, etc.] on compensable factors; identifies qualification and performance markers for steps within pay grades; conducts surveys and other research to evaluate trends and ensure the internal and external equitability of the compensation plan; proposes changes to the compensation plan as necessary).

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

A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.

### Additional Requirements

No special professional 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, video camera, audio recorder, telephone, calculator, photocopier, etc.

**Mathematical Ability**

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

**Language Ability & Interpersonal Communication**

- Ability to comprehend and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to write position descriptions, classification specifications, and compensation policies that are clear, understandable, internally consistent, and relevant.
- Ability to prepare position descriptions, classification specifications, job evaluation reports, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to communicate effectively with subject matter experts, department directors, and hiring managers during job analysis and job evaluation.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.

**Environmental Adaptability**

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites and is expected to be able to do so in a timely manner.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0008

Sponsored by: <b>County Executive Budish/Department of Human Resources</b>	<b>A Resolution</b> authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has submitted agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 – 12/31/2017 as follows:

- i) Southeastern Emergency Communications Center;
- ii) City of South Euclid;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Regional Income Tax Agency;
- v) Village of Glenwillow;
- vi) Village of Highland Hills;
- vii) Village of North Randall; and

WHEREAS, the Cuyahoga County Benefits Regionalization Program allows smaller political entities to partner with the County's Benefits program providing rate stabilization, potential rate reductions and bargaining leverage for health benefits; and

WHEREAS, the funding for this project will come from the County's Hospitalization Self-Insurance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue; and

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

**SECTION 1.** That the Cuyahoga County Council authorizes agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015–12/31/2017 as follows:

- i) Southeastern Emergency Communications Center;
- ii) City of South Euclid;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Regional Income Tax Agency;
- v) Village of Glenwillow;
- vi) Village of Highland Hills; and
- vii) Village of North Randall.

**SECTION 2.** That the County Executive is authorized to execute agreements of cooperation with the agencies consistent with this Resolution.

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

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: January 13, 2015

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

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

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2015-0001

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> amending Chapter 114 of the Cuyahoga County Code to ensure transparency and equity across county appointees, and declaring the necessity that this Ordinance become immediately effective.
Co-sponsored by: <b>Councilmember Conwell</b>	

WHEREAS, Article II, Section 2.03 (2) of the Charter of Cuyahoga County, empowers the County Executive to “appoint, subject to the confirmation by the Council, and remove County directors and officers and members of boards, agencies, commissions and authorities;” and,

WHEREAS, Article II, Section 2.03 (2) of the Charter states that “if the Council shall fail to act on the question of such an appointment by the County Executive within sixty days of the date that the County Executive submits such appointment to the Council for its consideration, that appointment shall be deemed confirmed without further action by the Council;” and

WHEREAS, Article II, Section 2.03 (2) of the Charter further states that “the County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days;” and,

WHEREAS, Article II, Section 2.03 (2) of the Charter states “the County Executive and the Council shall use good faith efforts to reflect the diversity of the people of the County in appointing such officers and members;” and,

WHEREAS, Article XII, Section 12.07 of the Charter states “[a]ll officers and members of boards, agencies, commissions and authorities appointed by the County Executive, the Council or other County elected officials... shall be appointed, employed, promoted, and compensated without regard to their race, color, religion, sex, national origin, sexual orientation, disability, age, or ancestry;” and,

WHEREAS, Ordinance No. O2014-0030, as codified in Chapter 114 of the County Code, establishes standardized criteria to fully evaluate candidates submitted to Council for appointment, and to ensure the foregoing Charter principles are consistently upheld; and,

WHEREAS, Council seeks to ensure equity is maintained across county appointees in accordance with the laws and charter of Cuyahoga County; and

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

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

**SECTION 1.** Chapter 114 of the Cuyahoga County Code is hereby amended as follows (additions are marked in bold and underline, deletions are struck-through):

**CHAPTER 114: Appointment and Confirmation**

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

- A. The submission of any candidate to the Council for confirmation shall be accompanied by the following:
1. A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;
  2. A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;
  3. A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and
  4. A letter from the appointing authority providing the following information:
    - a. The title of the board, agency, commission, or authority to which the candidate is being appointed;
    - b. Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;
    - c. The specific term of office during which the candidate would serve;
    - d. An indication of whether the candidate is being considered for a new appointment or for reappointment;
    - e. For a new appointment: the name of the individual who the candidate would replace;
    - f. For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;
    - g. A cumulative list of individuals who applied for the position;

- h. The candidate's direct contact information, including the candidate's phone number, email address, home address, and business address;
- i. An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;
- j. An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.
- k. If the candidate is being appointed to a compensated position, the starting annual compensation of the position.**

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

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

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

**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 eight members of Council, this Ordinance 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 concerning and 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: January 13, 2015

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

Additional Sponsorship Requested: January 9, 2015

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