



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JUNE 7, 2016**  
**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 THE MAY 3, 2016 MEETING** (See Page 3)
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2016-0082: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 12; Substitute Page 166)
  - b) R2016-0099: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2016 - 6/22/2021, and declaring the necessity that this Resolution become immediately effective: (See Page 172)
    - 1) Reverend Cory Jenkins
    - 2) Geralyn Presti
- 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.*

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



## MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, MAY 3, 2016  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM

1. CALL TO ORDER

**Chairwoman Conwell called the meeting to order at 10:01 a.m.**

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO THE AGENDA

**No public comments were given.**

4. APPROVAL OF MINUTES FROM THE APRIL 19, 2016 MEETING

**A motion was made by Ms. Conwell, seconded by Mr. Germana and approved by unanimous vote to approve the minutes from the April 19, 2016 meeting.**

5. MATTERS REFERRED TO COMMITTEE

- a) R2016-0082: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission; Mr. Douglas Dykes, Chief Talent Officer; Ms.**

**Rebecca Kopcienski, Administrator for the Personnel Review Commission; and Mr. Egdilio Morales, Interim Director of the Department of Human Resources, addressed the Committee regarding Resolution No. R2016-0082. Discussion ensued.**

**Committee members asked of Mr. Bouchahine, Mr. Dykes, Ms. Kopcienski and Mr. Morales pertaining to the item, which they answered accordingly**

**Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0082. Discussion ensued.**

**A motion was made by Mr. Germana, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute [See Exhibit A].**

**No further legislative action was taken on Resolution No. R2016-0082.**

- b) R2016-0085: A Resolution confirming the County Executive's appointment of Michael Jeans to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.

**Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2016-0085. Discussion ensued.**

**Committee members asked questions of Mr. Glassburn pertaining to the item, which he answered accordingly.**

**In lieu of his attendance, Mr. Michael Jeans sent in a written statement to the Committee.**

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2016-0085 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- c) R2016-0086: A Resolution confirming the County Executive's appointment of Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

**Mr. Glassburn addressed the Committee regarding Resolution No. R2016-0086. Discussion ensued.**



**Committee members asked questions of Mr. Glassburn pertaining to the item, which he answered accordingly.**

**Chief Christopher Viland addressed the Committee regarding his nomination to serve on the Cuyahoga County Corrections Planning Board. Discussion ensued.**

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

**On a motion by Mr. Germana with a second by Mr. Gallagher, Resolution No. R2016-0086 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

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

**Ms. Conwell announced that the next Human Resources, Appointments & Equity Committee meeting is scheduled for Tuesday, June 7, 2016 at 10:00 a.m.**

**Mr. Glassburn provided the Committee with an update regarding upcoming board appointments.**

#### **7. OTHER PUBLIC COMMENT**

**Rev. Pamela Pinkney Butts addressed the Committee regarding the board appointment process and issues with the Cuyahoga County Department of Children & Family Services**

#### **8. ADJOURNMENT**

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 11:37 a.m., without objection.**

## County Council of Cuyahoga County, Ohio

### Resolution No. R2016-0082

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

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

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

WHEREAS, on April 20, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through CC), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

New Classifications: (See Attached Classification Specifications)

- Exhibit A: Class Title: *Communications/9-1-1 Planner*  
Number: 1062441  
Pay Grade: 9
- Exhibit B: Class Title: *Emergency Management Specialist*  
Number: 1062421  
Pay Grade: 8
- Exhibit C: Class Title: *Emergency Management Supervisor*  
Number: 1062422  
Pay Grade: 13
- Exhibit D: Class Title: *Forensic Scientist 3 – Drug Chemistry*  
Number: 1071252  
Pay Grade: 12
- Exhibit E: Class Title: *Forensic Scientist 1 – Firearms & Toolmarks*  
Number: 1071281  
Pay Grade: 10
- Exhibit F: Class Title: *Forensic Scientist 3 – Firearms & Toolmarks*  
Number: 1071283  
Pay Grade: 12
- Exhibit G: Class Title: *Forensic Scientist 3 – Fingerprints*  
Number: 1071233  
Pay Grade: 12
- Exhibit H: Class Title: *Hazardous Materials (HazMat) Coordinator*  
Number: 1062412  
Pay Grade: 10
- Exhibit I: Class Title: *Quality Assurance Supervisor*  
Number: 1062432  
Pay Grade: 10
- Exhibit J: Class Title: *Senior GIS Analyst*  
Number: 1053193  
Pay Grade: 12B
- Exhibit K: Class Title: *Wellness Coordinator*  
Number: 1053671  
Pay Grade: 11

Proposed Revised Classifications:

- Exhibit L: Class Title: *9-1-1 Coordinator*  
Number: 1062451  
Pay Grade: 7  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 7 to 8.
- Exhibit M: Class Title: *CECOMS Operations Supervisor*  
Number: 1041311  
Pay Grade: 9  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit N: Class Title: *Development Housing Specialist*  
Number: 1055221  
Pay Grade: 8  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit O: Class Title: *Emergency Operations Supervisor*  
Number: 1062432  
Pay Grade: 10  
\*Revised pay grade from 10 to 11 and changed title to *Senior CECOMS Operations Supervisor*.
- Exhibit P: Class Title: *Emergency Services Administrator*  
Number: 1062435  
Pay Grade: 16  
\*Changed title to *CECOMS Manager* and changed pay grade from 16 to 17.
- Exhibit Q: Class Title: *Environmental Specialist*  
Number: 1062411  
Pay Grade: 6  
\*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 6 to 5.

- Exhibit R: Class Title: *GIS Analyst*  
Number: 1053192  
Pay Grade: 9B  
\*The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from 9B to 10B.
- Exhibit S: Class Title: *GIS Planning and Development Manager*  
Number: 1053193  
Pay Grade: 17B  
\*Classification number changed from 1053193 to 1053194 to accommodate for a new classification.
- Exhibit T: Class Title: *GIS Specialist*  
Number: 1053191  
Pay Grade: 7  
\*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from pay grade 7 to 7B.
- Exhibit U: Class Title: *Kennel Manager*  
Number: 1022433  
Pay Grade: 13  
\*The classification title is changing to *Animal Shelter Administrator*. The essential job functions have been updated. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from 13 to 15.
- Exhibit V: Class Title: *Kennel Operations Supervisor*  
Number: 1022431  
Pay Grade: 7  
\*The classification title is changing to *Animal Shelter Medical Supervisor* to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit W: Class Title: *Parking Facility Manager*  
Number: 1042422  
Pay Grade: 10  
\*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit X: Class Title: *Printing Coordinator*  
Number: 1061211  
Pay Grade: 7  
\* The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit Y: Class Title: *Forensic Pathologist 2*  
Number: 1071412  
Pay Grade: 27  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit Z: Class Title: *Forensic Pathologist 3*  
Number: 1071413  
Pay Grade: 28  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit AA: Class Title: *Forensic Scientist 1 - Toxicology*  
Number: 1071241  
Pay Grade: 10  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit BB: Class Title: *Web Maintenance Technician*  
Number: 1011251  
Pay Grade: 4B  
\*Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

Proposed Deleted Classifications:

Exhibit CC: Class Title: *Support Officer Supervisor*  
Number: 1056611  
Pay Grade: 11

**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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0082

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

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

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

WHEREAS, on April 20, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through CC), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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New Classifications: (See Attached Classification Specifications)

Exhibit A:	Class Title:	<i>Communications/9-1-1 Planner</i>
	Number:	1062441
	Pay Grade:	9
Exhibit B:	Class Title:	<i>Emergency Management Specialist</i>
	Number:	1062421
	Pay Grade:	8
Exhibit C:	Class Title:	<i>Emergency Management Supervisor</i>
	Number:	1062422
	Pay Grade:	13
Exhibit D:	Class Title:	<i>Forensic Scientist 3 – Drug Chemistry</i>
	Number:	1071252
	Pay Grade:	12
Exhibit E:	Class Title:	<i>Forensic Scientist 1 – Firearms &amp; Toolmarks</i>
	Number:	1071281
	Pay Grade:	10
Exhibit F:	Class Title:	<i>Forensic Scientist 3 – Firearms &amp; Toolmarks</i>
	Number:	1071283
	Pay Grade:	12
Exhibit G:	Class Title:	<i>Forensic Scientist 3 – Fingerprints</i>
	Number:	1071233
	Pay Grade:	12
Exhibit H:	Class Title:	<i>Hazardous Materials (HazMat) Coordinator</i>
	Number:	1062412
	Pay Grade:	10
Exhibit I:	Class Title:	<i>Quality Assurance Supervisor</i>
	Number:	1062432
	Pay Grade:	10
Exhibit J:	Class Title:	<i>Senior GIS Analyst</i>
	Number:	1053193
	Pay Grade:	12B
Exhibit K:	Class Title:	<i>Wellness Coordinator</i>
	Number:	1053671
	Pay Grade:	11

Proposed Revised Classifications:

- Exhibit L: Class Title: *9-1-1 Coordinator*  
Number: 1062451  
Pay Grade: 7  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 7 to 8.
- Exhibit M: Class Title: *CECOMS Operations Supervisor*  
Number: 1041311  
Pay Grade: 9  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit N: Class Title: *Development Housing Specialist*  
Number: 1055221  
Pay Grade: 8  
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Number: 1062432  
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- Exhibit P: Class Title: *Emergency Services Administrator*  
Number: 1062435  
Pay Grade: 16  
\*Changed title to *CECOMS Manager* and changed pay grade from 16 to 17.
- Exhibit Q: Class Title: *Environmental Specialist*  
Number: 1062411  
Pay Grade: 6  
\*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 6 to 5.

- Exhibit R: Class Title: *GIS Analyst*  
Number: 1053192  
Pay Grade: 9B  
\*The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from 9B to 10B.
- Exhibit S: Class Title: *GIS Planning and Development Manager*  
Number: 1053193  
Pay Grade: 17B  
\*Classification number changed from 1053193 to 1053194 to accommodate for a new classification.
- Exhibit T: Class Title: *GIS Specialist*  
Number: 1053191  
Pay Grade: 7  
\*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from pay grade 7 to 7B.
- Exhibit U: Class Title: *Kennel Manager*  
Number: 1022433  
Pay Grade: 13  
\*The classification title is changing to *Animal Shelter Administrator*. The essential job functions have been updated. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from 13 to 15.
- Exhibit V: Class Title: *Kennel Operations Supervisor*  
Number: 1022431  
Pay Grade: 7  
\*The classification title is changing to *Animal Shelter Medical Supervisor* to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit W: Class Title: *Parking Facility Manager*  
Number: 1042422  
Pay Grade: 10  
\*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit X: Class Title: *Printing Coordinator*  
Number: 1061211  
Pay Grade: 7  
\* The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit Y: Class Title: *Forensic Pathologist 2*  
Number: 1071412  
Pay Grade: 27  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit Z: Class Title: *Forensic Pathologist 3*  
Number: 1071413  
Pay Grade: 28  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit AA: Class Title: *Forensic Scientist 1 - Toxicology*  
Number: 1071241  
Pay Grade: 10  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit BB: Class Title: *Web Maintenance Technician*  
Number: 1011251  
Pay Grade: 4B  
\*Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

Proposed Deleted Classifications:

Exhibit CC: Class Title: *Support Officer Supervisor*  
Number: 1056611  
Pay Grade: 11

**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






Thomas L. Colaluca, Commissioner  
 Deborah Southerington, Commissioner  
 Robert M. Wolff, Commissioner

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: April 21, 2016

TO: Cuyahoga County Council President Dan Brady  
 Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity  
 Committee  
 Council Members, Human Resources, Appointments & Equity  
 Committee

FROM: Chairman Thomas Colaluca,   
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 20, 2016, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

**PROPOSED REVISED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
9-1-1 Coordinator	1062451*	8	Public Safety and Justice Services
CECOMS Operations Supervisor	1041311*	9	Public Safety and Justice Services
Development Housing Specialist	1055221	8	Development
Emergency Operations Supervisor*	1062432*	10*	Public Safety and Justice Services
Emergency Services Administrator*	1062435*	16*	Public Safety and Justice Services
Environmental Specialist	1062411	6*	Public Safety and Justice Services
GIS Analyst	1053192	9B*	Information Technology
GIS Planning and Development Manager	1053193*	17B	Information Technology

GIS Specialist*	1053191	7*	Information Technology
Kennel Manager*	1022433	13*	Public Works
Kennel Operations Supervisor*	1022431	7	Public Works
Parking Facility Manager	1042422	10	Public Works
Printing Coordinator	1061211	7	Public Works
Forensic Pathologist 2	1071412	27	Medical Examiner
Forensic Pathologist 3	1071413	28	Medical Examiner
Forensic Scientist 1 - Toxicology	1071241	10	Medical Examiner
Web Maintenance Technician	1011251	4B*	Information Technology

**PROPOSED NEW CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Communications / 9-1-1 Planner	1062441	9	Public Safety and Justice Services
Emergency Management Specialist	1062421	8	Public Safety and Justice Services
Emergency Management Supervisor	1062422	13	Public Safety and Justice Services
Forensic Scientist 3 – Drug Chemistry	1071252	12	Medical Examiner
Forensic Scientist 1 – Firearms & Toolmarks	1071281	10	Medical Examiner
Forensic Scientist 3 – Firearms & Toolmarks	1071283	12	Medical Examiner
Forensic Scientist 3 - Fingerprints	1071233	12	Medical Examiner
Hazardous Materials (HazMat) Coordinator	1062412	10	Public Safety and Justice Services
Quality Assurance Supervisor	1062432	10	Public Safety and Justice Services
Senior GIS Analyst	1053193	12B	Public Safety and Justice Services
Wellness Coordinator	1053671	11	Human Resources

**PROPOSED DELETED CLASSIFICATION(S)**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Support Officer Supervisor	1056611	11	Cuyahoga Job and Family Services

\* Denotes a change

cc: Deborah Southerington, Commissioner  
Robert Wolff, Commissioner  
Armond Budish, County Executive  
Douglas Dykes, Chief Talent Officer  
Holly Woods, Dir. of HR Benefits and Compensation  
Melissa Foldesi, Compensation Manager

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Melinda Burt, Law Department  
Kristen Moore, Paralegal  
Robert Triozzi, Law Director  
Jeanne Schmotzer, Clerk of Council



**PROPOSED NEW CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062441	Communications / 9-1-1 Planner	Public Safety and Justice Services	Exempt	9

<b>Requested By:</b>	George Taylor, Director of Public Safety and Justice Services
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Communications / 9-1-1 Planner	<b>Class Number:</b>	1062441
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to complete assignments/projects related to the operation and maintenance of the 9-1-1 systems, radio, phone or other assigned Public Safety communication systems.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 35% +/- 10%
- Handles maintenance, contracts, program/usage, upkeep, transportation, and any other assigned tasks related to radio/radio equipment, 9-1-1 systems, telephone, Public Safety IT, other Communications Center technology; coordinates radio interoperability within the County; prepares and implements communication plans.
- 25% +/- 10%
- Coordinates and completes special projects assigned by the CECOMS Manager.
- 40% +/- 10%
- Performs related administrative responsibilities; coordinates time and location to program radios; updates data and produces maps; reviews radio licensing for all radio systems at the County; reviews and edits RFP's; reviews billing paperwork; reviews 9-1-1 system infrastructure and usage; collaborates with State personnel about communications center related issues; attends various related meetings; participates in various webinars and conference calls; documents meeting minutes and prepares meeting agenda; instructs various courses as needed.

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

High school diploma or equivalent with three (3) years of public safety communications, radio, IT, or 9-1-1 experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No special license or certification is required.

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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine 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.
- Ability to comprehend a variety of informational documents including billing invoices, radio system status reports, CECOMS 9-1-1 call report, EAS system status report, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and FCC Rules and Regulations.
- Ability to prepare correspondence, radio interoperability map, radio tower maintenance, CECOMS employee network and systems, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic networking, 9-1-1 system, and communication terminology and language.
- Ability to communicate with managers, supervisors, coworkers, cellular carriers, outside organizations, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1062421	Emergency Management Specialist	Public Safety and Justice Services	Exempt	8

<b>Requested By:</b>	George Taylor, Director of Public Safety and Justice Services
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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<b>No. of Employees Affected:</b>	5
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Emergency Management Specialist	<b>Class Number:</b>	1062421
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; performs damage assessments; reviews plans and trainings; researches trainings; coordinates and conducts trainings.
- 20% +/- 10%
- Executes public outreach; manages office website; manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheet; develops publications.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; coordinates with public officials; completes Incident Action Plans; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments.
- 25% +/- 10%
- Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in workgroups and exercises; researches state and federal guidelines.

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

Bachelor's degree Emergency Management, Public Administrations, or other public safety discipline with one (1) year of Public Safety experience; or any equivalent combination of training and experience.

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

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including publications, memorandums, email announcements, reports, plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, federal and state laws, department guidelines, and Ohio Revised Code.
- Ability to prepare correspondence, publications, announcements, procedures, guidelines, damage assessments, presentations, planning documentations, excel spreadsheets, 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 use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, advisory board, other Cuyahoga County personnel, and general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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





**PROPOSED NEW CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062422	Emergency Management Supervisor	Public Safety and Justice Services	Exempt	13

**Requested By:** George Taylor, Director of Public Safety and Justice Services

**Rationale:** This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.

**No. of Employees Affected:** 3

**Dept.(s) Affected:** Public Safety and Justice Services

**Fiscal Impact:** PG 13 \$57,033.60 - \$ 79,830.40  
Step Placement TBD by Human Resources

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Brandy Carney, Administrator  
George Taylor, Director of Public Safety and Justice Services



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Emergency Management Supervisor	<b>Class Number:</b>	1062422
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

### Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit of Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

### 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%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; provides emergency planning support to other agencies and municipalities; coordinates Damage Assessments with municipalities to record and assess the damage from naturally occurring incidents; prepares and monitors grant applications and grant compliance; manages compliance with various requirements, guidelines, and laws; makes recommendations for program improvement; prepares and executes public information campaigns.
- 30% +/- 10%
- Supervises and manages branch staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; prepares department work schedule; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions.
- 15% +/- 10%
- Serves as a Section Chief when Emergency Operations Center activations occur; provides support during emergency situations; coordinates allocation of resources and materials; acts as a liaison during other County EOC activations; coordinates and executes plans for operational emergency support; leads damage assessment teams.

## Emergency Management Supervisor

15% +/- 10%

- Performs related administrative responsibilities; attends various training, workgroups, exercises, and meetings; manages and edits outreach publications; creates reports and other documents; coordinates training and exercise schedule.

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

Bachelor's Degree in Emergency Management, Public Administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

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

### Additional Requirements for all levels

No special license or certification is required.

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

#### Physical Requirements

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

#### Supervisory Responsibilities

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

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

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

## Emergency Management Supervisor

- Ability to comprehend a variety of informational documents including time sheets, emergency management plans, publications, newsletters, memorandums, time off requests, applications, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and the Ohio Revised Code.
- Ability to prepare correspondence, reports, performance evaluations, documents, memorandums, county stat slides, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, other County employees, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, NGOs, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

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

## PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071252	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	12

<b>Requested By:</b>	Human Resources
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<b>Rationale:</b>	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	PG 12 \$54,184.00 – \$75,857.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	TBD
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Hugh Shannon, Administrator
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Drug Chemistry	<b>Class Number:</b>	1071252
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to receive evidence from various law enforcement agencies and perform analytical assays to detect and quantify drugs, alcohol, and other chemicals, and provide expert testimony in court regarding findings as needed.

### Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision of the Drug Chemistry Laboratory Supervisor. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

### 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%
- Prepares and performs chemical analysis to determine drug evidence; retrieves evidence from storage; verifies information on evidence bag and compares with submission form; opens evidence following proper procedure; weighs contents of evidence; performs preliminary color tests; takes samples for confirmation tests; repackages and reseals evidence; places samples on appropriate instrument for confirmation; transports evidence back to controlled substance holding area.
- 35% +/- 10%
- Maintains and troubleshoots laboratory instruments and ensures integrity of analysis methods and overall quality of results; performs Quality Assurance duties including, maintenance and calculation of measurement uncertainty, coordinates Valpro Calibration on FTIR instruments; system checks on Shimadzu Instrument; requires maintenance on all other instruments used in lab; monitors refrigerator temperature; prepares chemical reagents following prescribed processes; weight checks on balances; and color tests with Test Mix; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use.
- 10% +/- 5%
- Reviews, processes, and report chemical analysis results; reviews data on instruments; enters analytical results into computer database; writes case reports; copies, files, and forwards individual case results to appropriate individuals and/or agencies; prepares for court testimony and testifies in court as an expert witness.
- 5% +/- 2%
- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.



5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

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

Bachelor's degree in Biology, Chemistry, Biochemistry, Genetics or related field and five (5) laboratory experience; or an equivalent combination of education, training, and experience.

**Additional Requirements**

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

**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 copier; ability to use a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including evidence submission forms, instrument data reports, subpoena, and case history information.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, Ohio Revised Codes, online drug identification databases, training manual, instrument/equipment manuals, safety manual, and quality assurance manual.
- Ability to prepare drug chemistry reports, evidence discrepancy forms, color tests and balance check logs, drug chemistry worksheets, communication record forms, literature review forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

**Environmental Adaptability**

- Work is typically performed in an office and laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment and machinery.

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



**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071281	Forensic Scientist 1 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	10

**Requested By:** Human Resources

**Rationale:** This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Medical Examiner's Office

**Fiscal Impact:** PG 10 \$48,505.60 – \$67,912.00  
Step Placement TBD by Human Resources

**Staffing Implications:** TBD

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Hugh Shannon, Program Officer Manager



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 – Firearms and Toolmarks	<b>Class Number:</b>	1071281
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

### Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

### 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.

- 85% +/- 10%
- Uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

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

Associates degree in natural/physical science and six (6) months of laboratory experience performing firearm/toolmark evidence analysis; or an equivalent combination of education, training, and experience.

### Additional Requirements

Competency and annual proficiency testing 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; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

## Forensic Scientist 1 – Firearms & Toolmarks

### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, 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, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071283	Forensic Scientist 3 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	12

**Requested By:** Human Resources

**Rationale:** This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Medical Examiner's Office

**Fiscal Impact:** PG 12 \$54,184.00 – \$75,857.60  
Step Placement TBD by Human Resources

**Staffing Implications:** TBD

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Hugh Shannon, Program Officer Manager

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Firearms & Toolmarks	<b>Class Number:</b>	1071283
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

### Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met. This is a dedicated position in some laboratories.

### 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%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 10%
- Reviews/compiles case files and firearm evidence; testifies as firearm expert witness in court as required.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.



### Forensic Scientist 3 – Firearms & Toolmarks

- Ensures overall quality of results; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use. 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians. 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding scientific analysis; Prepares for court testimony and testifies in court as an expert witness; 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field, presents results of research at national meetings, and publishes in peer-reviewed scientific journals. 5% +/- 2%
- Performs other duties as assigned by the Laboratory Supervisor. 5% +/- 2%

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

Bachelor's degree in Natural/Physical Science, Forensic Science, or related field and five (5) years of laboratory experience performing firearm and toolmark comparisons and analysis; or an equivalent combination of education, training, and experience.

#### Additional Requirements

No certifications required.

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

##### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

##### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

##### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.

### **Forensic Scientist 3 – Firearms & Toolmarks**

- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, 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, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071233	Forensic Scientist 3 – Fingerprints	Medical Examiner's Office	Exempt	12

**Requested By:** Human Resources

**Rationale:** This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Medical Examiner's Office

**Fiscal Impact:** PG 12 \$54,184.00 – \$75,857.60  
Step Placement TBD by Human Resources

**Staffing Implications:** TBD

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Hugh Shannon, Program Officer Manager



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Fingerprints	<b>Class Number:</b>	1071233
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Medical Examiner's Office		

**Classification Function**

The purpose of this classification is to examine and process physical evidence suspected of bearing finger, palm and foot prints; evaluate and conduct comparison of questioned prints to known standards; fingerprint deceased individuals for identification purposes, assist local agencies with requests for identification; prepare and enter latent print evidence into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepare reports for assigned casework and testify in the court of law.

**Distinguishing Characteristics**

This is a advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

**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%
- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; compiles case files and fingerprint evidence; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; conducts processing of physical evidence suspected of bearing finger, palm and foot prints; evaluates prints and conducts comparisons of questioned prints to known standards; maintain logs and records of examinations performed; prepares, evaluates and enters prints into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination.
- 25% +/- 10%
- Testifies in court as a fingerprint expert witness; communicates with attorneys and law enforcement personnel regarding scientific analysis; prepares for court testimony.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; performs maintenance of AFIS equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Ensures overall quality of results; develops and validates standards, controls, and methods for analysis; troubleshoots analytical methods; improves software for use.



## Forensic Scientist 3 – Fingerprints

5% +/- 2%

- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

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

Bachelor's degree in Biology, Chemistry, Forensic Science or related field and five (5) years of laboratory experience performing latent print comparison and identification; or an equivalent combination of education, training, and experience.

### Additional Requirements

No certifications required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra.

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, fingerprint reports, AFIS data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare fingerprint case report, case forms and charts, maintenance documents, purchase orders, chain of custody, laboratory report, fingerprint reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.

### **Forensic Scientist 3 – Fingerprints**

- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### **Environmental Adaptability**

- Work is typically performed in an office and laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment and machinery.

*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.*

**DRAFT**

**PROPOSED NEW CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062412	Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Exempt	10

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications for working with hazardous materials. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$48,505.60 – \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Hazardous Materials (HazMat) Coordinator	<b>Class Number:</b>	1062412
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to create and maintain emergency response plans and serve as the Hazardous Materials (HazMat) Coordinator for the County.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 40% +/- 10%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; provides information and assistance to various organizations to help them prepare for emergencies and disasters; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; conducts damage assessment field evaluations; maintains record and inventory of hazardous materials across the County.
- 15% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; collaborates with Ohio EMA to schedule training courses and required exercises; coordinates training and exercises for emergency response.
- 15% +/- 10%
- Assists with operations of County Emergency Operations Center when activations occur; provides Geographic Information Systems support; provides HazMat subject matter expertise; maintains working knowledge of Computer Aided Management of Emergency Operations systems; maintains EOC state of readiness; performs damage assessments; enters incident management data into automated systems.
- 30% +/- 10%
- Performs related administrative responsibilities; maintains records and responds to information requests; maintains and updates LEPC website; writes various reports; manages and monitors grant programs; submits grants and applications; monitors grant activities; prepares grant reports and county-wide hazardous material database reports; monitors operational budget; prepares resolutions and correspondence.



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

Bachelor's degree in Emergency Management, Public Administration, or other public safety discipline with two (2) years of hazardous materials experience; or any equivalent combination of training and experience.

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

**Additional Requirements for all levels**

Must complete Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ISC-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

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

**Physical Requirements**

- Physical requirements include the ability to lift up to 30 lbs and the ability to walk and stand for extended periods of time and navigate various structures such as warehouses.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including facility forms, basic planning documents, FEMA/DHS/SERC/LEPC guidance documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides.
- Ability to prepare spill reports, inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, SERC forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning, hazardous materials, and marketing terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, chemical facility operators, consultants, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment, Hazardous Material storage locations, and various other locations across the County.
- Work may involve exposure to toxic and poisonous agents.

*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.*

DRAFT

**PROPOSED NEW CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062432	Quality Assurance Supervisor	Public Safety and Justice Services	Exempt	10

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 10 \$52,270.40 - \$73,195.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Quality Assurance Supervisor	<b>Class Number:</b>	1062432
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Safety and Justice Services, only		

### Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the re-certification process for all CECOMS staff.

### Distinguishing Characteristics

This is a supervisor level classification with responsibility for conducting quality assurance evaluations and overseeing the re-certification process for all CECOMS staff. This class requires the solution of operational, technical, administrative, and management problems related to CECOMS. 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.**

- 60% +/- 10%
- Conducts quality assurance evaluations and oversees the re-certification process for all CECOMS staff; conducts random and target quality assurance evaluations; assists in new hire training; instructs emergency medical dispatch class; coordinates opportunities for employees to obtain required CDE credits; tracks employee CDE credits obtained.
- 30% +/- 10%
- Supervises CECOMS staff; conducts interviews; prepares employee performance evaluations; approves time off requests; recommends personnel actions including selection, promotion, discipline, demotion or discharge.
- 10% +/- 5%
- Assists in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center; creates, implements, and updates standard operating guidelines; prepares various compliance documents; handles general public inquiries; attends meetings as a representative of CECOMs and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software; acts as a co-chair of the Cuyahoga County Emergency Medical Dispatch Committee.

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

Vocational/technical training with four (4) years of public safety communications or public safety experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

Must obtain and maintain EMD, LEADS, and Public Safety Telecommunications training/certifications within one year of hiring.



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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including LEADS inquiry results, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO Standards, OPBA Contract, and Public Records Laws.
- Ability to prepare employee performance evaluations, standard operating procedure, quality assurance evaluations, monthly quality assurance summaries, LEADS inquiry printouts, training affidavits, CAD entries, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, dispatchers, call takers, department managers, police personnel, fire department personnel, APCO International staff, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office and dispatch center environment with varying levels of light and noise due to the 24 hours a day call center environment.

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



**PROPOSED NEW CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053193	Senior GIS Analyst	Information Technology	Exempt	12B

<b>Requested By:</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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<b>Rationale:</b>	This is a new classification requested by Information Technology management within the GIS classification series intended to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 12B \$59,404.80 - \$83,158.40 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	TBD
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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## CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior GIS Analyst	<b>Class Number:</b>	1053193
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis.

### Distinguishing Characteristics

This is an advanced journey level classification in the GIS series. This position is distinguished from lower level positions as employees at this classification are expected to work independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit and may provide instruction to lower level GIS analysts and technicians as needed.

### 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. Performs duties including, but not limited to:

- Recommends and establishes standards and procedures for the collection, revision and ongoing maintenance of high priority data, maps and services. Mentors GIS analysts in complex techniques, including administration of GIS database, web servers and map viewers. 30% +/- 10%
- Maintains complex spatial data models, performs complex data analysis and database querying. Works with staff to resolve complex problems involving databases, server operating systems, networks, applications, websites, and code. 30% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using GIS software. 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training; may supervise and provide feedback of lower level GIS positions. 20% +/- 10%

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

Bachelor's degree in information technology or related field and five (5) years of advanced GIS analysis and/or GIS development experience; or any equivalent combination of training and experience.

## Senior GIS Analyst

### Additional Requirements

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

#### Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053671	Wellness Coordinator	Human Resources	Exempt	11

<b>Requested By:</b>	Human Resources
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<b>Rationale:</b>	Creation of a new classification based on operational needs of the department
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<b>No. of Employees Affected:</b>	No incumbents
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Anticipate hiring 1 FTE
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Douglas Dykes, Chief Talent Officer Marcell Spencer, HR Analyst
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Wellness Coordinator	<b>Class Number:</b>	1053671
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to plan, develop, implement, and assess total wellbeing programing and initiatives with the intent on curbing healthcare costs by creating awareness, motivating, and providing tools to County employees and their dependents that assists them in adapting and maintaining a healthy lifestyle.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for training, motivating, and bringing awareness to County employees on the topic of health and wellness. Assignments are varied in nature. The employee works within a framework of established regulations, policies, and procedures and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

**Essential Job Functions**

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

45% +/- 10%

- Develops, coordinates, manages, and assesses total wellbeing programing and educational classes; implements the County's Wellness related activities like health screenings, flu-shots, fitness classes, bloodmobile, etc.; searches new ideas and opportunities to increase employee and dependents participation; conducts and coordinates onsite group educational classes such as weight management, smoking cessation, diabetes control, etc.; coordinates health food choices with vending machine suppliers; tracks wellness activities and participation; conducts surveys and facilitates focus groups; analyzes wellness program data to measure the success of wellness programs and initiatives; performs benchmark analysis to aid in program development; compiles and generates comprehensive objective reports on participation, programs, financial impact, and outcomes.

25% +/- 10%

- Develops and manages relationships with vendors and human resources associates; assists vendors and human resources associates to align the wellness program with benefit program; manages and tracks monthly billings and premium payments; works with vendors to leverage the wellness plan.

30% +/- 10%

- Performs related administrative duties; manages and participates in Wellness Committee; answers questions and inquires about the wellness programs; drafts County-wide communications regarding wellness programs and education; keeps up-to-date with national wellness initiatives; develops a network of resources and contacts; act as a liaison to gather ideas and sponsor events; makes budget recommendations; coordinates and leads special projects, as assigned.

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

Bachelor's degree, preferably in Health & Wellness, Health Promotion Management, Exercise Science, Physical Education, Nutrition, Dietetics, or a related field of study with three (3) years of professional experience that includes various methods of communications including written and verbal; planning and facilitating programming; and developing and presenting professional presentations for an organization.

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, internal wellness data, external wellness data, vendor contracts, vendor billing, budget.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, 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 use and interpret human resources, health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, other County employees, County employee's dependents, vendors, and the general public



## Wellness Coordinator

### Environmental Adaptability

- Work is typically performed in an office environment.

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



**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062451	9-1-1 Coordinator	Public Safety and Justice Services	Non-Exempt	7

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade increased from a 7 to pay grade 8.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 7 \$39,977.60 - \$55,972.80 PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	9-1-1 Coordinator	<b>Class Number:</b>	1062451
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to assist the Public Safety Answering Points (PSAP) with 9-1-1 services including database management.

### Distinguishing Characteristics

This is a journey level technical classification with responsibility for assembling, delivering, tracking and filing information related to 9-1-1 services. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 35% +/- 10%
- Assists the Public Safety Answering Points with 9-1-1 services; assists with special projects at PSAP and CECOMS center; responds to questions and requests from PSAPs; assists PSAPs with quality assurance and quality improvement; visits every PSAP at least yearly.
- 30% +/- 10%
- Maintains MSAG/ANI/ALI discrepancies; manages and maintains County EMD program; develops and maintains monthly call matrix reports; prepares call counts for CECOMS and other dispatch centers; updates 9-1-1 plans; researches industry standards and local national trends; maintains social media account for PSAP and CECOMS.
- 30% +/- 10%
- Develops, organizes, and attends various education programs and meetings; prepares and conducts regular EMD/PST certification classes; attends state 9-1-1 meetings; manages and maintains County training programs for 9-1-1; creates and presents PowerPoint presentations at PSAP meetings; attends various committee meetings.
- 5% +/- 2%
- Responds to requests for information, reports, and data from supervisors and other County employees; answers inquiries, questions, and concerns from the general public; responds to inquiries, requests, and assistance from telephone companies; provides support or back-up to on duty CECOMS supervisors.

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

High school diploma or equivalent with three (3) years of Public Safety experience; or any equivalent combination of training and experience.

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



**Additional Requirements for all levels**

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 and copy machine.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including monthly call counts from vendor, regular notification of certification, and County 9-1-1 Plan.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures, white papers, professional standards, and Ohio Revised Code.
- Ability to prepare Monthly Call Matrix Report, County 9-1-1 Plan, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret communications terminology and language.
- Ability to communicate effectively with CECOMS supervisor, CECOMES staff, PSAP managers, PSP chiefs, telephone companies, vendors, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment with prolonged sitting.

*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>	9-1-1 Coordinator	<b>Class Number:</b>	1041301
		<b>Pay Range</b>	7

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

The purpose of this classification is to assist the Public Safety Answering Points (PSAP) with 9-1-1 services including database management.

## 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 the Public Safety Answering Points with 9-1-1 services including database management and public education (e.g. - assists with coordination of policies and procedures regarding handling 9-1-1 calls and changes in the geographical area of the (PSAP); troubleshoots equipment failures and network failures; coordinates Automatic Number Identification and Automatic Identification inquiry forms; ensures accuracy of the 9-1-1 database;
- Coordinates and prepares Master Street Address Guide with the PSAP's.
- Develops education programs (e.g. - develops training program for use of the 9-1-1 system; presents education programs to schools; coordinates public education programs with municipalities and agencies).
- Performs administrative duties (e.g. - maintains logs and records; compiles and evaluates information; prepares recommendations; completes daily travel and expense reports; prepares various reports and records; assists in establishing investigative procedures for the unit).

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

Vocational or technical training in public safety or related field with six months computer 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 and copy 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 9-1-1 database, street maps and educational material.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures and Ohio Revised Code.
- Ability to prepare reports, records, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret communications terminology and language.
- Ability to communicate effectively with supervisor, PSAP managers, vendors, other County employees, and the general public.

**Environmental Adaptability**

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

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



## PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041311	CECOMS Operations Supervisor	Public Safety and Justice Services	Exempt	9

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The classification number (1062435) will be changed to better fit the new organizational structure at PSJS.
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<b>No. of Employees Affected:</b>	4
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Keili Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	CECOMS Operations Supervisor	<b>Class Number:</b>	1062431
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

### Distinguishing Characteristics

This is a supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee may supervise subordinate personnel or supervise a program requiring project management. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

### Essential Job Functions

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

- 60% +/- 10%
- Supervises subordinate personnel at CECOMS; assigns, reviews, plans and coordinates work; provides job training and instruction; prepares employee performance evaluations; responds to employee problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge; prepares schedules for personnel; completes time adjustment and payroll forms; calls in personnel to cover shifts or fulfill manpower requirements; ensures the emergency call center is adequately staffed; completes payroll forms for employees.
  
- 20% +/- 10%
- Provides emergency communications services; operates radio communications system to dispatch police, fire and paramedics to emergency situations; receives 9-1-1 and nonemergency cellular telephone calls; evaluates situation and dispatches appropriate personnel; maintains County Hospital Restriction website; provides Emergency Medical Dispatch (EMD) for County PSAPS; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; provides assistance to callers; assists hearing and speech impaired with emergency calls by using TTY or TTD; notifies hospitals, police and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions such as full capacity so that other facilities are utilized; accurately enters emergency and non-emergency call information into CAD system; prioritizes and assigns emergency and non-emergency calls for service to appropriate emergency service units; reviews audio 9-1-1 tapes and completes public record requests; completes weekly or daily tests for EAS/Amber Alert/NWS/OHTRAC/MABAS/ALPR; changes tapes on recording devices and ensures equipment is in proper working order.



## CECOMS Operations Supervisor

- 5% +/- 2%
  - Assists CECOMS Center Manager in managing and coordinating operations of CECOMS; recommends emergency communications policies and procedures; assists in developing and implementing staff training programs.
- 5% +/- 2%
  - Prepares notifications; prepares Hazardous Materials (HAZMAT) release reports; prepares hospital changes and notifications; assists in preparing correspondence regarding CECOMS issues; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals.
- 5% +/- 2%
  - Attends meetings for ongoing training or subcommittees concerning emergency medical services and emergency communications issues; represents CECOMS Center at meetings and conferences; serves as agency TAC, ATAC, LASO for the Law Enforcement Automated Data Systems (LEADS).
- 5% +/- 2%
  - Prepares and broadcasts emergency messages for various systems (e.g. - Emergency Alert Systems (EAS), Cuyahoga County Ready Notify System, Amber Alert, Mutual-Aid Box Alarm System, OHTRAC System, MARCS, ECOMM, XMTAC, Motorola Radio Counsel, etc.).

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

Vocational/technical training with three (3) years of public safety communications or public safety experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

Must obtain and maintain LEADS, FEMA, EMD, and CPR certification within one year of hiring.

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

#### Physical Requirements

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

#### Supervisory Responsibilities

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

#### Mathematical Ability

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



### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e.- time adjustment forms and vacation requests), MABAS requests, EAS requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Operation Manual, MSAG, Cuyahoga County Atlas, SOG book, OPBA contract, Emergency Operations Plan, Haines address/TEL-KEY, Mile Marker Reference book.
- Ability to prepare media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTRAC request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, LEADS validation, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, maintains confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with police departments, fire departments, CECOMS dispatchers, local hospitals, other County department directors and managers, and the general public.

### Environmental Adaptability

- Work is typically performed in an office and dispatch center environment with varying levels of light and noise due to the 24 hours a day call center 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>	CECOMS Operations Supervisor	<b>Class Number:</b>	1041311
		<b>Pay Grade:</b>	9

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

The purpose of this classification is to supervise lower-level personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

## **Essential Job Functions**

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

- Supervises lower-level personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center (e.g.- assigns, reviews, plans and coordinates work; provides job training and instruction; prepares employee performance evaluations; responds to employee problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Provides emergency communications services (e.g.- operates radio communications system to dispatch police, fire and paramedics to emergency situations; receives 911 calls; operates tape recording system to record each communication; evaluates situation and dispatches appropriate personnel; clears traffic routes; makes telephone relays of patient reports between emergency medial service personnel and hospitals; assists out-of-county emergency medical service personnel with hospital communications; coordinates radio communications between emergency medical service personnel, hospitals and disaster service agencies during emergencies; provides assistance to callers; assists hearing impaired with emergency calls; notifies hospitals, police and fire departments of hazardous conditions using county-wide computerized information network; notifies emergency medical services personnel of hospital restrictions such as full capacity so that other facilities are utilized).
- Assists CECOMS Center Manager in managing and coordinating operations of CECOMS system (e.g.- assists with planning County-wide programs to improve emergency medical services; recommends emergency communications policies and procedures; assists in developing and implementing staff training programs).
- Prepares and maintains reports and records (e.g. - prepares notifications; prepares Hazardous Materials (HAZMAT) release reports; prepares hospital changes and notifications; assists in preparing correspondence regarding CECOMS system issues; maintains accurate list of emergency medical service providers, police and fire departments and hospitals).
- Changes tapes on recording devices and ensures equipment is in proper working order.
- Attends meetings concerning emergency medical services and emergency communications issues; represents Manager/CECOMS Center at meetings and conferences.

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

Vocational/technical training in emergency medical telecommunications or related field with three years of emergency communications 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 adding machine, copier, FAX, Merlin Telephone System, 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 and act on employee problems.
- Ability to recommend the 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 attendance records, time cards, job applications, billing invoices, E 9-1-1 forms and messages, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, CECOMS Operation Manual, CMEIMS Manual, COPS Manual, E 9-1-1 manual, etc.
- Ability to prepare employee evaluations, memos, directives, time sheets, minutes, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, 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 emergency medical and telecommunications terminology and language.
- Ability to communicate effectively with communications operators, supervisors, law enforcement and fire chiefs, attorneys, other County department directors and managers, sales representatives, equipment maintenance personnel, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1055221	Development Housing Specialist	Development	Exempt	8

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	3
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Dorinda Miller, Business Administrator 3 Sara Parks Jackson, Community Development Officer Paul Herdeg, Development Administrator Ted Carter, Director of Economic Development
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Development Housing Specialist	<b>Class Number:</b>	1055221
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Development		

### Classification Function

The purpose of this classification is to administer community and housing development programs.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Development. This class works under direction from senior management of the Department, and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

- 40% +/- 10%
- Administers community and housing development programs; reviews and recommends reimbursement requests; prepares payment requests; reviews eligibility criteria and performs loan underwriting; performs loan closing duties; obtains and submits client's loan information; reviews client's loan application and loan modification applications; provides loan servicing; verifies loan pay-off information with title company; runs a comparative analysis on existing and proposed first mortgage loans and composes a recommendation; reviews subordination requests.
- 20% +/- 10%
- Assists with program funding and budget; develops and reviews budgets; monitors account balances; approves expenditures; disburses funds; determines eligibility for county programs; prepares financial forms and reports; maintains financial spreadsheet; assists in the preparation for the program budget.
- 10% +/- 5%
- Provides technical assistance new programs for funded agencies; collaborates with management to develop new programs, improve existing programs, and improve efficiency; assists in the review of goals and plans for funded agencies; answers questions and makes recommendations for funded agencies.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various documents such as RFPs, agreements, amendments, contracts; enters documents into automated systems for review and approval; attends staff meetings and training sessions; performs site visits; oversees preparation and maintenance of records, reports, studies, and correspondence; collects data and inputs data for various reports; compiles information into reports; receives and sends mail; reviews documents; answers questions via telephone or email; screens applications for required documents; maintains and audits loan accounts; recommend changes to policies and procedures.



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

Associate's degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and routine 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.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary), agreements (i.e.- landlord agreement, current tenant lease agreement), Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Personnel Policies and Procedures Manual, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare correspondence, monitoring record and monitoring follow-up analysis, letters, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret loan underwriting, financial counseling, legal terminology and language.

### **Development Housing Specialist**

- Ability to communicate with supervisor, clients, corporate representatives, Board of Health Staff, banks, non-profit representatives, home owners, attorneys, city officials, appraisers, caseworkers, other County employees, and general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Development Housing Specialist	<b>Class Number:</b>	1055221
		<b>Pay Grade:</b>	8

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

The purpose of this classification is to administer Community Development Block Grant (CDBG) Housing Program.

### Essential Job Functions

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

- Administers Community Development Block Grant (CDBG) Housing Program (e.g.- analyzes and underwrites various loan funds including housing revenue bonds; reviews and recommends reimbursement requests; prepares payment requests; prepares correspondence; provides technical assistance; prepares quarterly and annual reports).
- Assists in the preparation of program elements & work plans (e.g.- assists in implementation of proposed course of action; provides technical assistance and advice to local communities to facilitate program improvements during implementation of goals and counsels clients regarding plans, packaging, advertising, grant qualifications and application process; conducts education seminars for clients and non-government officials on program regulations and eligibility information; interprets data concerning international markets and trade).
- Maintains contact with clients and represents the County at various meetings and conferences (e.g.- maintains contact with corporate representatives regarding needs, availability, requirements and resources; initiates and maintains contact with local and state government officials explaining rules, regulations and policies, providing referral service, formalizing requests for assistance and disseminating information; coordinates financing with clients; facilitates business relationships between clients and contractors; makes regular and continuing contacts with parties in international trade; attends conferences, staff meetings and task groups).
- Performs related administrative duties (e.g.- monitors and maintains statistics on program implementation and effectiveness; monitors participation process and evaluates local government compliance with citizen participation requirements; writes reports and prepares graphs and tables summarizing results of data collection and analysis; updates training files by compiling user guides and instruction manuals; prepares correspondence as necessary).

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

Bachelor's degree in business administration or related field with TWO YEARS of development experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.



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

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, requests for proposal (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 convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisor, source persons, clients, corporate representatives, elected and public officials.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062432	Emergency Operations Supervisor	Public Safety and Justice Services	Exempt	10

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 1997. The classification has changed titles (Senior CECOMS Operations Supervisor) and classification number (1062433). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade changed from a 10 to a pay grade 11.
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<b>No. of Employees Affected:</b>	1-2
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 10 \$48,505.60 - \$67,912.00 PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior CECOMS Operations Supervisor	<b>Class Number:</b>	1062433
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center.

### Distinguishing Characteristics

This is a management level classification with responsibility for planning and supervising the CECOMS section of the Department of Public Safety and Justice Services under general direction of the CECOMS Manager. This class requires the solution of operational, technical, administrative and management problems related to CECOMS. 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.**

- 70% +/- 10%
- Supervises CECOMS Supervisors; assigns, reviews, plans and coordinates work; provides job training and instruction; responds to employee problems; conducts interviews; prepares employee performance evaluations; approves payroll; approves time off requests; recommends personnel actions including selection, promotion, discipline, demotion or discharge; attends union contract negotiations.
- 30% +/- 10%
- Assists in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center and performs advisory functions; creates, implements, and updates standard operating guidelines; assists CECOMS Manager with getting new clients; advises and assists with budget; prepares various reports, financial packages, RFPs, PowerPoint presentations, and plans; provides planning assistance; reviews and assists with special projects; holds meetings with CECOMS supervisors; handles general public inquiries; presents proposals to administration; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed.

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

Vocational/technical training with six (6) years of public safety communications or public safety experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

Must obtain and maintain EMD, LEADS, and Public Safety Telecommunications training/certifications within one year of hiring.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including time sheets, payroll forms, billing invoices, vacation requests, monthly and on-call schedule, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO Standards, collective bargaining agreements, and Public Records Laws.
- Ability to prepare employee performance evaluations, standard operating procedure, quarterly statistics, CECOMS schedule, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, CECOMS staff, police personnel, fire department personnel, media outlets, County Emergency Services Advisory Board, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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





# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Emergency Operations Supervisor	<b>Class Number:</b>	1062432
		<b>Pay Grade:</b>	10

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

The purpose of this classification is to assist in implementing, administering and planning the County's Major Emergency Incident Management System (CMEIMS) Program and to supervise emergency management program 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.

- Assists in administering and planning the County's Major Emergency Incident Management System (CMEIMS) Program (e.g. - works on the objectives of the Emergency Management workplan; develops and implements programs for winter storm hazards, tornadoes, and flood hazards for the general public, communities, public and private agencies, etc.; prepares emergency operating plans including hazard analysis and resource identification; coordinates radiation program to distribute and exchange survey meter equipment with communities, agencies, and throughout the County and to exchange units for re-calibration with the State; maintains an inventory of certified radiation response personnel in the County; attends Board meetings and participates in planning committee activities; assists in meeting objectives of the management team; coordinates distribution of the updates for emergency operating plans, CMEIMS manual and internal operation and procedure manuals; provides assistance to and handles general public inquiries; represents the agency at various meetings, functions, and activities; serves as liaison to build coordination and communication networks with County government, municipalities, and other agencies/organizations to accomplish disaster preparedness objectives; prepares various reports, financial packages, compliance documents, etc.).
- Supervises emergency management program specialists (e.g. - assigns, reviews, plans and coordinates work; provides job training and instruction; responds to employee problems; prepares employee performance evaluations; recommends personnel actions including selection, promotion, discipline or discharge).
- Performs advisory functions (e.g. - advises and assists on matters of administration and budget related matters; presents and coordinates seminars and conferences about CMEIMS; participates and coordinates field response activities for various hazards; presents proposals to administration).

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

Bachelor's degree in environmental science or related field and three years of emergency management experience; or any equivalent combination of training and experience.

### Additional Requirements

Requires OSHA's Hazardous Materials/Emergency Responder certification.

**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, adding machine, typewriter and copier.
- Ability to operate audio/visual equipment including overhead projector, slide projector and VCR.

**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 and calculate decimals and percentages.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including time sheets, payroll records, invoices/vouchers, FAMIS report, budgets, Local Emergency Planning Commission (LEPC) forms, work plans, proposals, applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, law books/code, Federal Register, computer manuals, Emergency Operating Plan, CMEIMS manuals, LEPC plan, etc and personnel policy manuals.
- Ability to prepare OEMA documents, flood maps, distribution lists, CEM documents, newsletters, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, and accounting terminology and language.
- Ability to communicate effectively with supervisors, program coordinators, Board and committee members, elected officials, other County employees, agency heads, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

## PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062435	Emergency Services Administrator	Public Safety and Justice Services	Exempt	16

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 2007. The classification has changed titles (CECOMS Manager) and classification number (1062434). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade increased from a 16 to a pay grade 17.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 16 \$69,825.60 - \$97,718.40 PG17 \$75,504.00 - \$105,684.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	CECOMS Manager	<b>Class Number:</b>	1062434
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Safety and Justice Services, only		

### Classification Function

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

### Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the CECOMS Center. This class works under administrative direction from the PSJS Administrator, and work requires the analysis and solution of operational, technical, administrative and management problems related to CECOMS. 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.**

- 25% +/- 10%
- Manages operations of the Cuyahoga Emergency Communications System (CECOMS) Center; prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communication equipment; coordinates 9-1-1 operations; prepares contracts; writes RFPs, RFIs, RFQs; coordinates the design, purchase, implementation, operation, and governance for countywide Public Safety Emergency Interoperability and the Communication System.
- 20% +/- 10%
- Administers the design, development, and implementation of special projects; develops all operational procedures and agreements; conducts planning meetings; finds, keeps, and submits proposals to CECOMS clients.
- 20% +/- 10%
- Supervises CECOMS staff and supervisors; assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave; attends union contract negotiations.
- 15% +/- 10%
- Oversees and stays up to date with 9-1-1 radio, telephone, public safety, and IT contracts, new technology, and ensure proper function.
- 10% +/- 5%
- Develops, conducts, and assists with informational lectures and planning for public safety, emergency management, communications organizations, and countywide Emergency Services Advisory Board; plans training programs; develops objectives; coordinates production of training materials; presents information; responds to the needs of partners and the public safety community; represents office at Council Meetings and State Meetings.

Proposed DATE



10% +/- 5%

- Performs related administrative responsibilities; answers questions via email and telephone; prepares documents, PowerPoint's and memorandums; researches for various projects.

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

Bachelor's degree in Environmental Science, Public Safety, Public Administration, or Communication, or related field with seven years (7) of emergency management, public safety, public administration, or communications center experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

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

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, CFR with Communications reference, CECOMS Center SOPs, Plans and SOGs, Federal and State Communications Publications.

## CECOMS Manager

- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret 9-1-1, communications, radio, telephone, and public safety IT terminology and language.
- Ability to communicate with Emergency Services Advisory Board, various committees, other local government officials, Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work involves responding to emergency situations, exposure to various weather conditions, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Emergency Services Administrator	<b>Class Number:</b>	1062435
		<b>Pay Grade:</b>	16

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

The purpose of this classification is to provide overall management and responsibility for various County emergency services including emergency communications, public safety, homeland security, and safety and to supervise CECOMS 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 operations of the Cuyahoga Emergency Communications System (CECOMS) Center (e.g. - prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communications equipment; coordinates 9-1-1 operations).
- Coordinates the administration of the design, purchase, implementation, operation and governance of a new Countywide Public Safety Emergency Interoperability Communication System.
- Administers the design, development and implementation of a new Homeland Security and Public Safety Emergency Operations and Command Center.
- Administers the implementation of a new County 9-1-1 cellular and wireless emergency communications center and system including developing all operational procedures and agreements.
- Serves as the Northeast Ohio AMBER Alert Coordinator (e.g. – develops and administers the Northeast Ohio AMBER Alert Board; develops and recommends policies and procedures relative to operation of the AMBER program at the local, County, regional, State and Federal levels).
- Supervises CECOMS supervisor (e.g.- assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave).
- Administers the design, implementation, and operation of various projects (e.g.- administers the design, implementation, and operation of a new geographical information and mapping system for 9-1-1 and public safety operations and communications throughout the County and coordinates interface with contiguous counties and State; administers the design, implementation, and operation of a new emergency communications and dispatch radio system and center; administers the design, implementation, and operation of the traffic accident and incident website reporting system; administers the design, implementation, and operation of the hospital and healthcare capacity and restriction website and reporting system; assists in the design and operation of a countywide highway and interstate intelligent transportation system).
- Administers the activities and functions of the Countywide Emergency Services Advisory Board including the Executive Committee, Communications committee, structural collapse/technical rescue, law enforcement, counter and anti-terrorism, 9-1-1 public notification and evacuation and legislative.
- Develops and conducts informational lectures and seminars for public safety and emergency management organizations and other organizations. (e.g.- plans training program; develops objectives; coordinates production of training materials; presents information).



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

Bachelor's degree in environmental science or related field with five years of emergency management experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

**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 terminal, personal computer, printer, calculator, copier, fax machine, telephone.
- Ability to operate audio-visual equipment such as a camcorder; radio equipment; cellular telephone; VCR and overhead projector.

**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 make use of the principles of descriptive statistics.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including payroll records, budget documents, committee reports, work plans, agendas, training plans and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CMEIMS manual, Ohio Revised Code, Federal Code and register, Civil Preparedness Guides, Emergency Operations manual and OEMA Sample plan.
- Ability to prepare payroll records, budget documents, Federal CCA, protocols, guidelines, flow charts, diagrams, performance evaluations, position descriptions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, accounting and emergency management terminology and language.
- Ability to communicate with Emergency Medical Services Advisory Board, CEM Advisory Board, other local government officials, Director, County Prosecutor, County Administrator, Board of County Commissioners, division employees, other County employees, media and the general public.

**Environmental Adaptability**



- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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## PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062411	Environmental Specialist	Public Safety and Justice Services	Non-Exempt	6

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from a 6 to a pay grade 5.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	PG 6 \$37,128.00 – \$52,000.00 PG 5 \$34,299.20 – \$47,985.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Environmental Specialist	<b>Class Number:</b>	1062411
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Safety & Justice Services, only		

**Classification Function**

The purpose of this classification is to prepare and maintain required environmental material reports for compliance and enforcement.

**Distinguishing Characteristics**

This is an entry-level classification responsible for performing Public Safety support services within the Office of Emergency Management. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature related to Emergency Management.

**Essential Job Functions**

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

- 50% +/- 10%
- Prepares environmental reports for compliance and enforcement; assists with completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; maintains regulatory files and databases; prepares SARA Comprehensive Emergency Response Plan for Hazardous Materials; updates chemical inventory and public information databases; reviews and files annual chemical inventories; updates Compliance Report; verifies reports are in compliance with ORC rules.
  
- 40% +/- 10%
- Performs related administrative duties; creates, updates, and manages database; reviews and responds to information and public records requests; attends and prepares minutes for various meetings (i.e. LEPC and Spill Committee); attends trainings; faxes, copies, and files documents; prepares and mails out job related letters; creates and completes routine mail merge correspondence; works outreach events; acts as a liaison between County and consulting firms.
  
- 10% +/- 5%
- Assists and supports the Emergency Operations Center when activated; assists with logistics; documents important information in the Knowledge Center; supports jurisdiction with getting supplies; performs damage assessments; enters incident management data into automated systems.

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

High school diploma or equivalent and two (2) years of environmental studies and/or clerical experience; or any equivalent combination of training and experience.

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

**Additional Requirements for all levels**

No special license or certification required.

## **Environmental Specialist**

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine 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.
- Ability to comprehend a variety of informational documents including informational questionnaires, surveys, compliance inspection reports, annual chemical inventory, facility data sheets, enforcement documentation, facility inspection forms, compliance and enforcement policy documents, Cessation of Regulated Operations (CRO), RCRA Contingency Plans, maps, spill information, public information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Facility Reporting Compliance Manual, Ohio Revised Code, LEPC Member's Handbook, Cessation of Regulated Operations (CRO) Manual, The Ohio Hazardous Materials Exercise & Evaluation Manual (EEM), Ohio Hazardous Materials Planning and Exercise Guidance Booklet, List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to-Know Act)
- Ability to prepare reports, memos, correspondence, prepare queries in database, reports (e.g. - first time filers report, non-compliance reports, 30-day letter spill reports, etc.), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret environmental terminology and language.
- Ability to communicate effectively with supervisors/managers/directors of agency and other departments, consulting firm representatives, city officials, LEPC, Ohio EPA, Ohio SERC, fire marshals, fire chiefs, police chiefs, facility representatives, 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>	Environmental Specialist	<b>Class Number:</b>	1062411
		<b>Pay Grade:</b>	6

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

The purpose of this classification is to produce environmental audit reports for compliance and enforcement through research and inspections.

## 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.

- Produces environmental audit reports for compliance and enforcement through research and inspections (e.g. - prepares environmental audit reports; assists in completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; researches building permits, maps, files, etc. for environmental audits; reviews regulatory files and data bases; performs title searches).
- Performs inspection duties (e.g. - performs on-site inspections for audits; inspects for asbestos; operates motor vehicle to travel to inspection site).
- Performs administrative duties (e.g. - creates, updates, and manages data base; assists with public requests; liaison between County and consulting firms).

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

Bachelor's degree in environmental science or related field with one year of environmental safety 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.

### Mathematical Ability

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

### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including audit questionnaires, audit proposals, compliance inspection reports, annual chemical inventory, facility inspection forms, compliance and enforcement policy documents, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including various maps, blue prints, Federal Register, law manuals, regulatory files, building permits, computer manuals, State Emergency Response Commission (SERC) Right to Know Manual, chemical substance control manuals, etc.
- Ability to prepare audit reports, memos, facility data sheets, enforcement documentation, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering/environmental and legal terminology and language.
- Ability to communicate effectively with supervisor/manager/directors of agency and other departments, Deputy County Administrator, regulatory agencies' personnel, City officials, fire marshals, facility representatives, County Prosecutor, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to various 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.*

**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053192	GIS Analyst	Information Technology	Non-Exempt	9B

<b>Requested By:</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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<b>Rationale:</b>	The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from a 9B to 10B.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 9B \$48,734.40 - \$68,224.00 PG 10B \$52,270.40 - \$73,195.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Analyst	<b>Class Number:</b>	1053192
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) analyst and manager administer the GIS environment and assist lower level GIS technicians in advanced GIS techniques.

### Distinguishing Characteristics

This is a journey level classification in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the junior level by the performance of the full range of duties assigned and may provide instruction to technicians as needed. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Essential Job Functions

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

- Administers GIS database; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software. 30% +/- 10%
- Designs, refines, and updates GIS data and metadata; designs, maintains and publishes geo-processing tools as GIS services; designs and maintains complex spatial data models; performs mid-level data analysis and database querying. 30% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using ArcGIS, other GIS software as needed, and Geocortex. 20% +/- 10%
- Provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training. 20% +/- 10%

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

Bachelor's degree in information technology or related field and three (3) years of GIS analysis, development, or computer programming experience; or any equivalent combination of training and experience.



## **GIS Analyst**

### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

*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 ISC CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Analyst	<b>Class Number:</b>	1053192
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) developer and manager administer the GIS database and maintain GIS software.

### Distinguishing Characteristics

This is a journey level, technician class in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Essential Job Functions

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

- 30% +/- 10%
- Administers GIS database; installs and administers application web servers; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software.
- 30% +/- 10%
- Designs, refines and updates GIS data and metadata; designs, maintains and publishes GIS services; designs and maintains spatial data models.
- 20% +/- 10%
- Designs, develops, deploys and tests GIS web applications.
- 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provide training.

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

Bachelor's degree in information technology or related field and three (3) years of computer programming experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.



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

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

**Supervisory Responsibilities**

- Ability to provide instruction to other employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053193	GIS Planning and Development Manager	Information Technology	Exempt	17B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Classification number changing from 1053193 to 1053194 to accommodate for a new classification. The rest of the content stayed the same.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 17B \$77,188.80 - \$108,076.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Planning and Development Manager	<b>Class Number:</b>	1053194
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

### Distinguishing Characteristics

This is a professional, management-level classification working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for the unit.

### Essential Job Functions

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

- 30% +/- 10%
- 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; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.
- 20% +/- 10%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.
- 15% +/- 10%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

- Creates maps and reports; fulfills public service and data requests.

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

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

**Additional Requirements**

Certification in current County technologies.

**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, peripheral equipment, large format plotter and voice 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 utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

## **GIS Planning and Development Manager**

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer terminology and language.

### **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>	GIS Planning and Development Manager	<b>Class Number:</b>	1053193
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

### Distinguishing Characteristics

This is a professional, management-level class working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for the unit.

### Essential Job Functions

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

- 30% +/- 10%
- 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; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
  
- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.
  
- 20% +/- 5%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.
  
- 15% +/- 5%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.



5% +/- 5%

- Creates maps and reports; fulfills public service and data requests.

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

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

**Additional Requirements**

Certification in current County technologies.

**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, peripheral equipment, large format plotter and voice 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 utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

## **GIS Planning and Development Manager**

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer terminology and language.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053191	GIS Specialist	Information Technology	Non-Exempt	7

<b>Requested By:</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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<b>Rationale:</b>	The classification title has changed from GIS Specialist to GIS Technician. The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from a pay grade 7 to 7B
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 7 \$39,977.60 - \$55,972.80 PG 7B \$41,600.00 – \$58,281.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Technician	<b>Class Number:</b>	1053191
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to compile, refine, and maintain Geographic Information System (GIS) datasets, and create maps using GIS software.

### Distinguishing Characteristics

This is an entry level classification in the GIS series that is responsible for providing GIS mapping support. This classification works under general supervision and is distinguished from the GIS Analysts that are responsible for advanced GIS database design & management, spatial modeling, complex querying, creation of web based GIS applications, and administration of GIS server software.

### Essential Job Functions

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

- 40% +/- 10%
- Designs, refines, updates, and maintains GIS data; performs standard database querying and basic spatial analysis; operates a variety of computer software including Microsoft Office (Word, Excel, Access), Microsoft Outlook, ESRI ArcGIS, other GIS and GPS software, Adobe Pro, SQL Developer, and various other technologies and software utilized by the county.
- 30% +/- 10%
- Creates and publishes maps for county employees, engineers, consultants, contractors and the public both digitally and in hardcopy by operating and maintaining the printer and plotter equipment.
- 15% +/- 10%
- Updates GIS using various source materials including CAD design or drawing files, as-builts, hand drawn markups, and hardcopy drawings using GIS software.
- 15% +/- 10%
- Coordinates GIS data and source material sharing and exchanges with partner agencies; sets up meetings; shares digital media data and sources; gives access to data and sources for sharing; obtains external data for use by the county.

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

Bachelor's degree in information technology or a related field and one (1) year of GIS experience; or any equivalent combination, of training and experience.

### Additional Requirements for all levels

No special license or certification is required.



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Specialist	<b>Class Number:</b>	1053191
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	7
<b>Departments:</b>	Sanitary Engineer, only		

## Classification Function

The purpose of this classification is to compile, refine and maintain Geographic Information System (GIS) datasets.

## 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.

- Creates, compiles, refines and maintains various geospatial datasets, including but not limited to, sanitary and storm sewers, treatment plants, and pumping stations within a (GIS).
- Digitally captures data from various sources including CAD design or drawing files, geocoded point data, field survey and hardcopy drawings using GIS software, including GeoMedia Professional, ArcGIS and MapInfo.
- Plots maps and prepares reports for supervisors, field crews, engineers, service directors and the public.
- Performs standard database querying and basic spatial analysis such as joins to outside tables, buffer zones, within polygon, etc., for use in both map and tabular reporting.
- Provides administrative and mapping support to the Work Order Management System.

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

Bachelor's degree in information technology or a related field and one year of computer 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, plotter, scanner, printers, fax machine and copier.
- Ability to use drafting tools.

### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand basic cartographic principles.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including engineering plans, blue prints, street maps, subdivision maps, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including as-built drawings and various computer manuals.
- Ability to prepare maps, reports, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret engineering and computer software terminology and language.
- Ability to communicate effectively with supervisors, contractors, consulting engineers, other County employees, the general public and vendors.

**Environmental Adaptability**

- Work is typically performed in an office environment, but may occasionally include field work.

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

**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1022433	Kennel Manager	Public Works	Exempt	13

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. The classification title is changing to Animal Shelter Administrator to better fit the current duties of the job. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from a 13 to a pay grade 15.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 13 \$57,033.60 - \$79,830.40 PG 15 \$64,105.60 - \$89,772.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Dever, Director
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Animal Shelter Administrator	<b>Class Number:</b>	1022433
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to manage the animal shelter to ensure that public is served, law is enforced, and animals are handled humanely and supervise lower level animal shelter supervisors.

**Distinguishing Characteristics**

This is a senior management level classification with responsibility for planning, directing and managing the County Animal Shelter and its public relations with key stakeholders. The employee works with a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

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

- 30% +/- 10%
- Manages the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; establishes goals and objectives to generate revenue necessary to maintain established service level; maintains facility and grounds; writes, reviews, and implements annual goals and objectives; develops and implements animal shelter policies and procedures; analyzes and reviews budgetary documents; responsible for state audit controls; reviews and pays all billing invoices for facility; supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code.
- 40% +/- 10%
- Manages animal shelter supervisors and employees; provides job training and instruction; assigns tasks and responsibilities; leads and directs all staff initiatives; evaluates employee performance; handles personnel issues; oversees part-time contractual veterinarians.
- 20% +/- 10%
- Performs public relations and networks with various stakeholders; responds and writes grant responses; maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the animal shelter.
- 10% +/- 5%
- Performs related administrative duties; represents the County in court appearances and matters regarding the County Animal Shelter; prepares annual inventory and accounting reports and records; provides input on animal shelter user fees and dog licensing fee schedule; compiles all cash deposits.



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

Bachelor's Degree in Business Administration, Marketing, Human Resources, Criminal Justice, Animal Science, or any other related degree and three (3) years of business management or personnel management experience, or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No additional 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 as well as commercial washers, dryers, and scales.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee time sheets, Weekly Dog Report, billing invoices, contracts, Department Orders, Public Records Request, Surgery Summary Report, Daily Activity report, Quarterly Expenditures, and Budget Report.
- Ability to comprehend a variety of reference books and manuals including Shelter Operations Manual, union contract, contracts, Breed Rescue Manual, Volunteer Barkbook, Personnel Policies and Procedures Manual, standard operating procedures manual, and the Ohio Revised Code.

## **Animal Shelter Administrator**

- Ability to prepare Annual Performance Appraisals, Dog License Yearly Sales Report, Supervisor Deposit Summary 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, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting, human resources, marketing, medical, and animal control terminology.
- Ability to communicate with staff, customers, volunteers, rescue groups, local animal shelters, animal control officers, local veterinary staff, local police departments, and County Council Members.

## **Environmental Adaptability**

- Work is typically performed both in an office environment and in the animal shelter.
- Work may involve exposure to dust, strong odors, noise extremes, bright/dim lights, animals, wetness, humidity, diseases, and bodily fluids.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Kennel Manager	<b>Class Number:</b>	1022433
		<b>Pay Grade:</b>	13

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

The purpose of this classification is to manage the County Kennel to ensure that public is served, law is enforced, and animals are handled humanely and supervise lower level kennel 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 the County Kennel to ensure that public is served, law is enforced, and animals are handled humanely (e.g.- establishes goals and objectives to generate revenue necessary to maintain established service level; implements goals, objective and work plans to improve public service; develops and implements kennel policies and procedures; develops and monitors annual animal control budget; responsible for state audit controls; recommends and authorizes payment for major equipment and repair purchases).
- Supervises lower level kennel supervisors (e.g.- provides job training and instruction; assigns tasks and responsibilities; evaluates employee performance; oversees part-time contractual veterinarians).
- Oversees kennel operations and the enforcement of animal control regulations (e.g. - supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code).
- Performs public relations and community awareness functions (e.g. - maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education and promotion of Kennel).
- Performs administrative duties as requires (e.g.- represents the County Commissioners in court appearances and matters regarding the County Kennel; prepares annual inventory and accounting reports and records; provides input on kennel user fees and dog licensing fee schedule).

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

Associate's degree in business administration and three years of animal control experience; or any equivalent combination of training and experience.

#### **Additional Requirements**

No additional 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, computer terminal, printer, calculator, copier and fax machine.

**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 transfer, selection or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including job applications, employee time sheets, insurance forms, attendance records, billing invoices, budget reports, animal surgery and medical records, animal impound inventory and records, donation receipts, spay/neuter deposits, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Kennel Operations Manual, union contract, contracts, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare policies and procedures, goals and objectives, budget analysis, employee disciplinary documents, labor relations forms, purchase orders, requisitions, correspondence, 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, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting and animal control terminology and language.
- Ability to communicate with Board of Commissioner's office, director, veterinarians, employees, Advisory Board Members, emergency clinic staff, media contacts, sales representatives, adoption customers, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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



**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1022431	Kennel Operations Supervisor	Public Works	Non-Exempt	7

**Requested By:** Personnel Review Commission

**Rationale:** PRC routine maintenance. Classification last revised in 2009. The classification title is changing to Animal Shelter Medical Supervisor to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

**No. of Employees Affected:** 1

**Dept.(s) Affected:** Public Works

**Fiscal Impact:** PG 7 \$39,977.60 - \$55,972.80  
Step Placement TBD by Human Resources

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Michael Dever, Director  
Mindy Naticchioni, Kennel Manager

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Animal Shelter Medical Supervisor	<b>Class Number:</b>	1022431
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to coordinate the operations of the clinic at the County Shelter and coordinate the work of shelter personnel.

**Distinguishing Characteristics**

This is a supervisor level classification. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. The employee ensures that work is performed effectively and efficiently and according to set 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.**

- 75% +/- 10%
- Carries out functions at the County Shelter; provides technical assistance during veterinary procedures such as pre-medication sedation, surgical preparation, administration of oral medication as prescribed by veterinarian, and medicated baths; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines adoptability of impounded animals; schedules animals for medical procedures or euthanasia; perform medical tests; oversees shelter cage sterilization and cleaning; sterilizes surgery room and instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals; selects unclaimed animals for blood donor/emergency clinic program.
- 10% +/- 5%
- Supervises preparation and maintenance of placement records; maintains records of claims and complaints as prescribed by law; prepares operational reports; prepares rabies vaccination certificates; maintains license for DEA and Board of Pharmacy; prepares bills for payment; submits vouchers for refunds; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines and medications.
- 10% +/- 5%
- Coordinates public relations and community awareness functions; develops educational programs; distributes and makes available literature pertaining to the wellness of animals both pre and post adoption; responds to public inquiries and complaints; maintains relationships with outside vet clinics for care of animals.
- 5% +/- 2%
- Organizes work of shelter personnel; assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; prepares performance evaluations; approves employee leave requests and monitors use of leave time.

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

Vocational/technical training in veterinary science and two (2) years of veterinarian assistance, or supervisory experience in a shelter or animal welfare setting, or other related experience; or any equivalent combination of training and experience.



## **Animal Shelter Medical Supervisor**

### **Additional Requirements for all levels**

Must obtain Ohio Euthanasia Technician Certification within 6 months of hiring.

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

#### **Physical Requirements**

- Ability to utilize laboratory and medical/veterinary equipment including autoclave, anesthesia regulator, scales, surgical instruments, animal leashes and snares and grooming tools.
- Ability to operate a variety of automated office machines including computer and scanner.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching lifting up to 50 pounds with or without assistance, pulling, and bending.
- Ability to distinguish colors, sounds, odor, and texture.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtracts, multiply, divide to calculate drug dosage.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave requests, animal impound inventory and records, medical waste records, veterinary attention notices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Shelter Operations Manual, union contract, Veterinary Clinical Parasitology book, Common Diseases of Companion Animals, dog breed book, and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, controlled substance log, rabies certificates, surgery records, euthanasia records, impound records, operational reports, educational

## **Animal Shelter Medical Supervisor**

materials, correspondence, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, rescue groups, veterinary personnel, students, subordinates, Board of Health, emergency clinic staff, Deputy Dog Wardens, adoption customers, volunteers, the general public and any other interested stakeholders.
- Ability to handle emotional situations calmly & professionally, and possess good bedside manner.

## **Environmental Adaptability**

- Work in the Shelter environment can be exposed to bodily fluids, loud barking, chemical cleaners, dog dander, anesthesia, and damp environments.
- Work may be performed outdoors in varying weather conditions.
- Work can be performed with exposure to angry or rabid animals.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Kennel Operations Supervisor	<b>Class Number:</b>	1022431
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7

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

The purpose of this classification is to coordinate operations at the County Kennel and coordinate the work of kennel personnel.

### **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.

- Coordinates operations at the County Kennel (e.g. - provides technical assistance during veterinary procedures; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines adoptability of impounded animals; schedules animals for euthanasia; oversees kennel cage sterilization and cleaning; sterilizes surgery room and instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals; selects unclaimed animals for blood donor/emergency clinic program ).
- Coordinates work of kennel personnel (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; approves employee leave requests and monitors use of leave time).
- Enforces and supervises the enforcement of animal control regulations (e.g. - supervises the impounding of stray animals; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census).
- Coordinates administrative functions (e.g. - supervises preparation and maintenance of placement records; maintains records of license sales; maintains records of claims and complaints as prescribed by law; prepares operational reports; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines and medications).
- Performs public relations and community awareness functions (e.g. - develops educational programs; distributes and makes available literature pertaining to animal control statutes; responds to public inquiries and complaints).

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

Vocational/technical training in veterinary science or animal control and three years of animal control experience; or any equivalent combination of training and experience.

#### **Additional Requirements**

No additional license or certification is required.

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

#### **Physical Requirements**

- Ability to utilize laboratory and medical/veterinary equipment including autoclave, anesthesia regulator, scales, surgical instruments, animal leashes and snares and grooming tools.



- Ability to operate a variety of automated office machines including personal computer terminal, calculator, copier and fax machine.
- Ability to physically handle and control animals during transport and veterinary procedures.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave forms, animal impound inventory and records, medical waste records, veterinary attention notices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Kennel Operations Manual, union contract, dog breed book, and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, controlled substance log, surgery records, euthanasia records, impound records, operational reports, citations and warnings, educational materials, correspondence, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, veterinarians, emergency clinic staff, kennel attendants, deputy dog wardens, adoption customers, and the general public.

**Environmental Adaptability**

- Work is typically performed under exposure to angry or rabid animals.
- Work may be performed outdoors in varying weather conditions.

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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1042422	Parking Facility Manager	Public Works	Exempt	10

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2006. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 10 \$48,505.60 - \$67,912.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Dever, Director Stan Kosilesky, Planning and Fiscal Administrator
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Parking Facility Manager	<b>Class Number:</b>	1042422
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise parking facility supervisors and assigned staff.

### Distinguishing Characteristics

This is a supervisor level classification with responsibility for planning, directing and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative and management problems related to parking facilities. The employee is expected meet, consult and collaborate with Parking Facilities Supervisor 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.**

- 35% +/- 10%
- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports.
- 30% +/- 10%
- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders and moving signage.
- 25% +/- 10%
- Supervises and instructs parking facility supervisors assigns and schedules work for various parking facilities; recommends employee selection, transfer, promotion, and discipline; prepares performance evaluation; approves or denies employee leave requests; investigates and resolves employee problems.
- 5% +/- 2%
- Coordinates contracted services related to new construction or maintenance on parking facilities.
- 5% +/- 2%
- Performs other administrative duties; functions as County liaison to other departments, public and private entities; delivers daily deposits to the bank.

Proposed DATE



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

Associate's degree in Business Administration or any other related fields, five (5) years of experience in parking facilities management.

Valid Ohio driver license and proof of automobile insurance.

**Additional Requirements for all levels**

No special license or certification is required.

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

**Physical Requirements**

- Ability to stand for prolonged periods of time, to walk, and to lift up to 50 pounds.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedures manual, collective bargaining agreement, Standard Operations Procedure Manual, and parking equipment manuals.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements, parking statistics, costing sheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Parking Facility Manager**

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, vendors, sheriff's department, employees, Director, other County employees and the general public.
- Ability to use and interpret Accounting, and Legal terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to exhaust fumes, weather extremes, traffic hazards, strong odors, and noise extremes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Parking Facility Manager	<b>Class Number:</b>	1042422
		<b>Pay Grade:</b>	10

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

The purpose of this classification is to direct the overall operations of multiple parking facilities and supervise parking facility supervisors and assigned staff.

### **Essential Job Functions**

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

- Directs the overall operations of multiple parking facilities (e.g.- monitors the operating budget for the division; assists with planning and coordination on the parking division; administers agreements with vendors including reviewing all quotes; prepares annual performance measures; researches, analyzes and evaluates existing operating systems, policies and procedures; monitors revenue intake of parking facilities; processes financial documents daily; responds to customer complaints; operates software designed to track key card usage and identifies unauthorized use of key cards; makes provisions for snow and ice removal in parking facilities).
- Supervises parking facility supervisors (e.g. - assigns and schedules work for various parking facilities; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; investigates and resolves employee problems).
- Prepares and maintains reports and records (e.g.- reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records).
- Serves as Project Manager for new parking garage.
- Performs other administrative duties (e.g.- functions as County liaison to other departments, public and private entities; represents the County on external boards and commissions; reviews and forwards daily, weekly, and monthly financial statements).

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

High school diploma or equivalent with vocational training in business administration, five years experience working in a parking facility including two 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 a computer using departmental software, typewriter, and adding 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 and calculate decimals and percentages and use descriptive statistics.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including daily reports and summaries, security reports, vendor quotes, architectural drawings and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, employees, Director, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to exhaust fumes.

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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1061211	Printing Coordinator	Public Works	Non-Exempt	7

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 7 \$39,977.60 - \$55,972.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Michael Dever, Director Jim Sebes, Senior Printing Coordinator
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Printing Coordinator	<b>Class Number:</b>	1061211
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials and services.

### Distinguishing Characteristics

This is an entry level classification with responsibility for assembling, delivering, tracking and filing information related to printing orders. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Senior Printing Coordinator in that the latter is responsible for providing print services to County Departments and supervision of the Printing Coordinator and print machine operators.

### 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%
- Prepares, maintains, and submits financial reports and records; procures printing material and supplies; processes FAMIS charge-backs for copier, printer, and printing jobs; provides necessary documentation for audits; processes accounts payable; prepares invoices and maintains accounts receivable, checks, and submits revenue receipts and in house requisitions; submits driver's monthly vehicle mileage
- 15% +/- 10%
- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility; coordinates printing request to meet client's requirements; processes paper orders; estimates cost of job for materials; addresses inquires of current and potential orders; prepares print job specifications; reviews typesetter proofs; prepares typesetter proofs.
- 25% +/- 10%
- Procures supplies, materials and services for printing projects; prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote responses; performs miscellaneous duties to support purchasing activities.
- 10% +/- 5%
- Performs various administrative duties; maintains files for printed jobs, inventory, and supplies; packages and ships vouchers, paper, and envelope orders; disseminates mail; approves request and reviews overtime forms.

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

High school diploma or equivalent supplemented with vocational training with three (3) years of experience in print production, accounting, business administration, purchasing experience, and clerical/administrative support; or any equivalent combination of training and experience.

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to sit for prolonged periods of time and push, pull, and lift up to 50 pounds.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as algebra.

#### **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 various print orders, requests for leave, requests for overtime, requests for quotes; order forms, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Design & Printing Reference Book, envelope charts, micrometer to measure paper weights.
- Ability to prepare requests for quotes, invoices, Public Works in-house requisitions, procurement purchase order, monthly financial reports for printing, paper, and copier chargers, monthly vehicle mileage, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret print production, marketing, and accounting terminology and language.
- Ability to communicate effectively with supervisors, clients, printing foreman, delivery driver, vendors, sales representatives, and other County employees.

**Environmental Adaptability**

- Work is typically performed in the print shop.
- Work may involve exposure to heavy machinery, loud noises, and emit strong chemical odors

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Printing Coordinator	<b>Class Number:</b>	1061211
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7

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

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials and services.

## Essential Job Functions

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

- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility (c.g.- coordinates printing request to meet client's requirements; estimates cost of job for materials and process; prepares print job specifications; reviews typesetter proofs; prepare typesetter proofs).
- Procures supplies, materials and services for printing projects (e.g.- prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote response; performs miscellaneous duties to support purchasing activities).
- Assists with research and preparation of bid documents.
- Approves leave requests following County policy.
- Reviews work of Administrative Assistants.

## Minimum Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training with three years of print production or purchasing 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, fax, scanner, copier, and telephone.

### 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 various print orders, requests for leave, requests for overtime, requests for quotes; order forms, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, catalogs, catalogs, standards of procedures and personnel policy manuals.
- Ability to prepare requests for quotes, inventory records, chargeback report, requests for quotes, print job specifications, reports, invoices, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret print production and procurement terminology and language.
- Ability to communicate effectively with supervisors, vendors, and other County employees.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1071412	Forensic Pathologist 2	Medical Examiner's Office	Exempt	27

<b>Requested By:</b>	Human Resources
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<b>Rationale:</b>	The minimum requirements and training have been revised to better reflect the classification.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	PG 27 \$132,350.40 - \$185,265.60 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Hugh Shannon, Administrator
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	1071412
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform death investigation to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. This class is distinguished from the Forensic Pathologist 1 in that incumbents are expected to function as lead workers and they have achieved Board Certification in Anatomic and Forensic Pathology.

### Essential Job Functions

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

- 70% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; oversees student and resident rotations; teaches forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 5% +/- 2%
- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable.

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

Medical Doctor degree and completion of certified residency training in anatomic and forensic pathology.

Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.

Require a current, valid license to practice medicine in the State of Ohio.

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



**Additional Requirements**

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

**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 copier; ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to on a limited basis, act as a medical examiner while Chief ME or Chief Deputy ME are unavailable.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform other basic mathematical skills acquired in a premedical undergraduate program.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.

## Forensic Pathologist 2

- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

### Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	1071412
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform death investigation to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques.

### Essential Job Functions

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

- 70% +/- 20%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
- Serves as a case coordinator for medical and forensic assessment of Medical Examiner's cases; Oversees student and resident rotations; teaches forensic pathology fellows, students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

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

Medical Doctor degree; Board certification in Anatomic Pathology and in Forensic Pathology and progressive responsibility performing work in a Medical Examiner's Office. Clinical Pathology training is preferred.

### Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

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

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.



## **Forensic Pathologist 2**

- Physical abilities associated with the performance of a postmortem examination with assistance.

## **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.

## **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

## **Language Ability & Interpersonal Communication**

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

## **Environmental Adaptability**

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071413	Forensic Pathologist 3	Medical Examiner's Office	Exempt	28

**Requested By:** Human Resources

**Rationale:** The minimum requirements and training have been revised to better reflect the classification.

**No. of Employees Affected:** 2

**Dept.(s) Affected:** Medical Examiner's Office

**Fiscal Impact:** PG 28 \$138,028.80 – \$193,211.20  
Step Placement TBD by Human Resources

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Hugh Shannon, Administrator

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	1071413
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to provide staff supervision and quality assurance; to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to oversee various education and training missions of the agency.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

### Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; requests and interprets other ancillary testing as necessary.
- 15% +/- 10%
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assists with planning modernization of laboratories; assists with planning of equipment procurement.
- 10% +/- 5%
- Oversees staffing needs; plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities including coordinating and evaluating student and resident rotations.
- 10% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.



### Forensic Pathologist 3

- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel. 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable. 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature. 5% +/- 2%

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

Medical Doctor degree and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience.

Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.

Require a current, valid license to practice medicine in the State of Ohio.

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

### Additional Requirements

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

### 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 copier; use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

#### Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.
- Ability to on a limited basis, act as a medical examiner while Chief ME or Chief Deputy ME are unavailable.



## **Forensic Pathologist 3**

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

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

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	1071413
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to provide staff supervision and quality assurance; to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to assist with administrative responsibilities of the Medical Examiner's Office; including oversight of the various education and training missions of the agency.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow and facilitates performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

### Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 15% +/- 5
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assist with planning modernization of laboratories; assist with planning of equipment procurement; provides expert witness testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, and medical personnel.
- 15% +/- 10%
- Plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities, including coordinating and evaluating student and resident rotations.
- 15% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

### Forensic Pathologist 3

5% +/- 1%

- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature.

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

Medical Doctor degree; Board certification in Anatomic Pathology and Forensic Pathology and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience. Demonstrable administrative aptitude. Clinical Pathology training is desirable.

#### **Additional Requirements**

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

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

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

##### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

##### **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 provide input on 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 to perform other basic mathematical skills acquired in a premedical undergraduate program.

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

### **Forensic Pathologist 3**

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Organizational skills for scheduling and document management.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, 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, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071241	Forensic Scientist 1 - Toxicology	Medical Examiner's Office	Exempt	10

**Requested By:** Medical Examiner's Office

**Rationale:** The minimum requirements and training have been revised to better reflect the classification and the needs of the department.

**No. of Employees Affected:** 2

**Dept.(s) Affected:** Medical Examiner's Office

**Fiscal Impact:** PG 10 \$48,505.60 – \$67,912.00  
Step Placement TBD by Human Resources

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Hugh Shannon, Administrator  
Harold Schueler, Chief Toxicologist



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 -Toxicology	<b>Class Number:</b>	1071241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

### Distinguishing Characteristics

This is an entry level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

### Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.
- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files, and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.
- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.
- 10% +/- 5%
- Develops and validates standards, controls, and methods for chemical analysis; troubleshoots analytical methods; performs method development/assay validation as assigned by Chief Toxicologist.
- 10% +/- 5%
- Operates, maintains, and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned.
- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

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

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related field in science and one (1) year of laboratory experience in a forensic environment; or three (3) month forensic focused internship at Cuyahoga County Medical Examiner's Office; or an equivalent combination of education, training, and experience.

**Additional Requirements**

Ohio Department of Health Drug and Alcohol license.

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

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## Forensic Scientist 1 - Toxicology

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 -Toxicology	<b>Class Number:</b>	1071241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

### Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

### Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.
- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.
- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.
- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.
- 10% +/- 5%
- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS,LC/MS/MS and other laboratory equipment as assigned.
- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.



## Forensic Scientist 1 - Toxicology

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

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

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related science and one (1) year of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

### Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

#### Supervisory Responsibilities

- No supervisory requirements

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

### **Forensic Scientist 1 - Toxicology**

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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**PROPOSED REVISED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011251	Web Maintenance Technician	Information Technology	Non-Exempt	4B

**Requested By:** Human Resources

**Rationale:** Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

**No. of Employees Affected:** 1

**Dept.(s) Affected:** Information Technology

**Fiscal Impact:**  
 PG 4B \$30,950.40 - \$43,326.40  
 PG 6B \$38,043.20 - \$53,268.80  
 Step Placement TBD by Human Resources

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Michael Young, Chief Technology Officer  
 Debbie Davtovich, Administrator



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Maintenance Technician	<b>Class Number:</b>	1011251
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text, images, and code using web content management software.

### Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator or web design supervisor, and with guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

### 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%
- Updates websites for County agencies. Meets with clients or exchanges emails to determine web update requirements.
- 40% +/- 10%
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites. Updates HTML code and edits photos and images using Adobe Photoshop or other digital imaging software.
- 10% +/- 5%
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).
- 10% +/- 5%
- Meets with web designers to maintain or create database services.

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

High school diploma or equivalent supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.



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

**Physical Requirements**

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

**Mathematical Ability**

- Ability to add, subtract, multiply, and divide; may require basic 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 diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

**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>	Web Maintenance Technician	<b>Class Number:</b>	1011251
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text and images using web software.

### Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator and guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

### 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% +/- 15%
- Updates websites for County agencies.
  
- 40% +/- 15%
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites.
  
- 10% +/- 5%
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).
  
- 10% +/- 5%
- Meets with web designers to maintain or create database services.

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

High school diploma or GED supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.

## **Web Design Technician**

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

#### **Data Utilization**

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

#### **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, and divide; may require basic algebra, and geometry.

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

- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED DELETED CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056611	Support Officer Supervisor	Cuyahoga Job and Family Services	Exempt	11

**Requested By:** Human Resources

**Rationale:** The sole incumbent in this classification has been reassigned to the Principal Support Officer Supervisor classification. Management has no plans to utilize this classification and is removing it from its org. structure.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Cuyahoga Job and Family Services

**Fiscal Impact:** PG 11 \$51,313.60 - \$71,884.80  
Step Placement TBD by Human Resources

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):** Anthony Sharaba, Deputy Director



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Support Officer Supervisor	<b>Class Number:</b>	1056611
		<b>Pay Grade:</b>	11

<b>Departments:</b>	Child Support Enforcement Agency
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## Classification Function

The purpose of this classification is to supervise at least four, but not more than nine, lower level support officers and clerical employees in assigned unit.

## Essential Job Functions

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

- Supervises at least four, but not more than nine, lower level support officers and clerical employees in assigned unit (e.g.-provides job training and instruction; reviews and corrects work; plans and assigns work; evaluates work; evaluates employee performance; approves use of employee leave time; recommends personnel actions including selection, transfer, promotion, discipline or discharge).
- Researches federal and state rules, regulations, laws and requirements to assess impact on local policy and procedures (e.g.- reads and reviews rules, regulations, laws and guidelines to assess impact; reads and reviews documents regarding impact; develops opinion). Formulates recommendations for agency director and senior management staff based upon impact (e.g.- advises and assists with policy and procedure development, program planning and implementation).
- Researches, tests and plans new services and programs (e.g.- coordinates work with in-house groups, develops reports and plans for service and program implementation). Coordinates special projects and task forces (e.g.- coordinates schedules, plans meeting agendas, researches issues, recommends project plans).
- Coordinates state and federal audit reviews (e.g.- acts as liaison with audit personnel, arranges easy access for audit personnel to agency files and records, prepares responses to audit findings and State corrective action plans).
- ◆ Performs administrative duties (e.g. - prepares monthly reports and statistical data; prepares time sheets; reviews billing invoices; attends management meetings).

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

Bachelor's degree in business administration or a related field with three years of child support enforcement 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, typewriter, printer, calculator, 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, and calculate decimals and percentages.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including data referral reports, monthly statistical reports, correspondence, proposals, time sheets, plan documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CSEA policy manuals, personnel policy manuals, the Ohio Revised Code, and federal and state rules.
- Ability to prepare monthly reports, responses, flow charts, diagrams, statistical analyses, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret family law and social counseling terminology and language.
- Ability to communicate with the director, deputy director, managers, clients, other County employees, state agency employees and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**[PROPOSED SUBSTITUTE]**

**County Council of Cuyahoga County, Ohio**

**Resolution No. R2016-0082**

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

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

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

WHEREAS, on April 20, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through ~~ZEE~~), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

New Classifications: (See Attached Classification Specifications)

Exhibit A: Class Title: *Communications/9-1-1 Planner*  
Number: 1062441  
Pay Grade: 9

Exhibit B: Class Title: *Emergency Management Specialist*  
Number: 1062421  
Pay Grade: 8

Exhibit C: Class Title: *Emergency Management Supervisor*  
Number: 1062422  
Pay Grade: 13

Exhibit D: Class Title: *Forensic Scientist 3 – Drug Chemistry*  
Number: 1071252  
Pay Grade: 12

Exhibit E: Class Title: *Forensic Scientist 1 – Firearms & Toolmarks*  
Number: 1071281  
Pay Grade: 10

~~Exhibit F: Class Title: *Forensic Scientist 3 – Firearms & Toolmarks*  
Number: 1071283  
Pay Grade: 12~~

~~Exhibit G: Class Title: *Forensic Scientist 3 – Fingerprints*  
Number: 1071233  
Pay Grade: 12~~

Exhibit FH: Class Title: *Hazardous Materials (HazMat) Coordinator*  
Number: 1062412  
Pay Grade: 10

Exhibit GI: Class Title: *Quality Assurance Supervisor*  
Number: 1062432  
Pay Grade: 10

~~Exhibit J: Class Title: *Senior GIS Analyst*  
Number: 1053193  
Pay Grade: 12B~~

Exhibit HK: Class Title: *Wellness Coordinator*  
Number: 1053671  
Pay Grade: 11



Proposed Revised Classifications:

Exhibit IL: Class Title: *9-1-1 Coordinator*  
Number: 1062451  
Pay Grade: 7  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 7 to 8.

Exhibit JM: Class Title: *CECOMS Operations Supervisor*  
Number: 1041311  
Pay Grade: 9  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit KN: Class Title: *Development Housing Specialist*  
Number: 1055221  
Pay Grade: 8  
\*Revised essential job functions to reflect the current duties.  
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit LO: Class Title: *Emergency Operations Supervisor*  
Number: 1062432  
Pay Grade: 10  
\*Revised pay grade from 10 to 11 and changed title to *Senior CECOMS Operations Supervisor*.

Exhibit MP: Class Title: *Emergency Services Administrator*  
Number: 1062435  
Pay Grade: 16  
\*Changed title to *CECOMS Manager* and changed pay grade from 16 to 17.

Exhibit NE: Class Title: *Environmental Specialist*  
Number: 1062411  
Pay Grade: 6  
\*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 6 to 5.

Exhibit OR: Class Title: *GIS Analyst*  
Number: 1053192  
Pay Grade: 9B  
\*The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from 9B to 10B.

Exhibit PS: Class Title: *GIS Planning and Development Manager*  
Number: 1053193  
Pay Grade: 17B  
\*Classification number changed from 1053193 to 1053194 to accommodate for a new classification.

Exhibit QT: Class Title: *GIS Specialist*  
Number: 1053191  
Pay Grade: 7  
\*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from pay grade 7 to 7B.

Exhibit RU: Class Title: *Kennel Manager*  
Number: 1022433  
Pay Grade: 13  
\*The classification title is changing to *Animal Shelter Administrator*. The essential job functions have been updated. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from 13 to 15.

Exhibit SV: Class Title: *Kennel Operations Supervisor*  
Number: 1022431  
Pay Grade: 7  
\*The classification title is changing to *Animal Shelter Medical Supervisor* to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit TW: Class Title: *Parking Facility Manager*  
Number: 1042422  
Pay Grade: 10  
\*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit ~~UX~~: Class Title: *Printing Coordinator*  
Number: 1061211  
Pay Grade: 7  
\* The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit ~~VY~~: Class Title: *Forensic Pathologist 2*  
Number: 1071412  
Pay Grade: 27  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit ~~WZ~~: Class Title: *Forensic Pathologist 3*  
Number: 1071413  
Pay Grade: 28  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit ~~XAA~~: Class Title: *Forensic Scientist 1 - Toxicology*  
Number: 1071241  
Pay Grade: 10  
\*The minimum requirements and training have been revised to better reflect the classification.

Exhibit ~~YBB~~: Class Title: *Web Maintenance Technician*  
Number: 1011251  
Pay Grade: 4B  
\*Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

Proposed Deleted Classifications:

Exhibit ~~ZCC~~: Class Title: *Support Officer Supervisor*  
Number: 1056611  
Pay Grade: 11

**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





# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0099

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2016 - 6/22/2021, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 3354.05 provides that members of a board of trustees of a community college district be appointed by a county board of commissioners; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President, are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, the Cuyahoga Community College Board of Trustees has nine (9) members and the members are appointed by Cuyahoga County and the Governor; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2016 - 6/22/2021 as follows:

- a) Reverend Cory Jenkins
- b) Geralyn Presti; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.





**ARMOND BUDISH**  
Cuyahoga County Executive

May 5, 2016  
Dan Brady, President  
Cuyahoga County Council

**Re: Board of Trustees for Cuyahoga Community College (Tri-C)**

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 3354.05, I submit the following nominations for service on the Board of Trustees for Cuyahoga Community College (Tri-C):

- **Rev. Cory Jenkins of South Euclid, Cuyahoga County (Replacing David Whitehead)**
- **Geri Presti of Shaker Heights, Cuyahoga County (Replacing Dr. Harry Graham)**

Candidates for this board shall be “residents of the district” and the nominees fulfill this requirement. There are no other candidates on file for these positions. The nominations are for full terms to serve five years beginning 6/23/16 expiring 6/22/21. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

For your review, I have attached a biography of each of the candidates.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at [cglassburn@cuyahogacounty.us](mailto:cglassburn@cuyahogacounty.us) or 216-443-7127.

Sincerely,

Armond Budish  
Cuyahoga County Executive

cc: Councilwoman Yvonne Conwell  
Sharon Sobol Jordan  
Joe Nanni  
Jeanne Schmotzer

Kris Moore  
Chris Glassburn  
Laura Trotter



**ARMOND BUDISH**  
Cuyahoga County Executive



### **Rev. Cory Jenkins, of South Euclid**

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████████████████████

Rev. Cory C. Jenkins currently serves as the Senior Pastor of the historic Shiloh Baptist Church in Cleveland, Ohio. As the youngest pastor in the church's 160+ history, Rev. Jenkins is blessed with the opportunity to lead this congregation in writing the next chapter of service and relevant ministry. Under his leadership the congregation has experienced significant revitalization. Much of this is the result of Rev. Jenkins implementation of the Vision 20/20 Strategic Plan. Out of the plan, the Lord has blessed this congregation with the inception of weekly bible study, a website, Gospel Jazz worship services, intentional community outreach efforts, the revitalization of the Youth Ministry and the Christian Education Ministry and the intense training of lay leaders for transformative ministry. It is Rev. Jenkins' prayer and firm conviction that God will utilize the gifts and hearts of the Shiloh fellowship to be a blessing in the lives of its surrounding community.

Rev. Cory Jenkins, a native of Brooklyn, New York, earned his Bachelor of Arts degree in Business Administration from Morehouse College with Phi Beta Kappa distinction. Rev. Jenkins received his Masters of Divinity degree from Princeton Theological Seminary with a concentration in Practical Theology. While at Princeton, Rev. Jenkins was honored with the rare opportunity of being one of five students invited to participate in the Faithful Practices Fellowship in Pastoral Leadership, which is fully underwritten by the Lilly Endowment.





**ARMOND BUDISH**  
Cuyahoga County Executive

Rev. Jenkins received both his licensing and ordination at the Cornerstone Baptist Church, in Brooklyn, New York. Following seminary, Rev. Jenkins became the first Executive Pastor in Cornerstone's history.

Rev Jenkins faithfully serves on the Board of Directors for Northern Ohio Blood Services of the American Red Cross. In 2009, he was recognized by Kaleidoscope Magazine's "Top 40 Under 40." This listing recognizes minority young adults who are making significant contributions to the greater Cleveland area. Additionally, Rev. Jenkins has served as a contributing writer for the National Baptist Voice, the official publication for the National Baptist Convention USA, Inc.

Rev. Cory Jenkins is married to his seminary sweetheart Reverend Courtney Clayton Jenkins, Senior Pastor & Teacher of South Euclid United Church of Christ and a graduate of Spelman College. In January 2012 Rev. Cory and Rev. Courtney were selected as one of the "Most Interesting Couples" by Cleveland Magazine. Their selection was due, in part, to the unique fact that both serve two of the oldest congregations in the city at such young ages. In July of that same year Rev. Cory and Rev. Courtney were featured by Black Enterprise Magazine as a new paradigm for careers in faith. Together, Rev. Cory and Rev. Courtney travel the country facilitating workshops and seminars stressing family stabilization. They are excited about sharing a life of love and ministry together.

[REDACTED]

[REDACTED]

In spite of all the life lessons the Lord has blessed Rev. Jenkins to learn, he knows that only the awesome and healing power of God has sustained him to reach this place on his faith journey. It is this knowledge that continuously serves as the foundation for his personal ministry as he seeks to serve this present age as an ambassador for Christ.



**ARMOND BUDISH**  
Cuyahoga County Executive



### **Geri Presti, of Shaker Heights**

[REDACTED]

Geralyn (Geri) Presti serves as general counsel, executive vice president and secretary for Forest City Realty Trust, Inc.

Her areas of law practice include real estate development and financing, corporate and securities law.

Presti received her Bachelor of Music degree from Ohio University, where she majored in Music Therapy. She received the joint Master of Social Science Administration and Juris Doctor (Law Review, Magna Cum Laude and Order of the Coif) program degrees from the Case Western Reserve University Mandel School of Applied Social Sciences (MSASS) and the School of Law, respectively.

Presti was elected to the Society of Benchers by the Board of Governors of the CWRU Law School. She is among the first Corporate General Counsels nationally to receive the Burton “Legends of the Law” award, and was selected as a 2007 Rainmaker by Northern Ohio Live magazine. Presti received the Centennial Medal award from the CWRU Law School in November 2008. She is a recipient of the 2008 American ORT Jurisprudence Award. She has been chosen as an “Ohio Super Lawyer” for the last four years and is AV-rated by Martindale-Hubbell. In 1996, Presti was awarded the YWCA “Women of Achievement Award for Professional Excellence” recognition.

Presti was inducted into the Sovereign Order of St. John. She raises funds to benefit various charitable and educational organizations. Presti recently assisted the YWCA in crafting their formal strategic planning process.