



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JULY 5, 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 JUNE 7, 2016 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2016-0104: A Resolution confirming the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.
  - b) R2016-0105: A Resolution confirming the County Executive's appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; confirming the appointment of Christopher George to serve as alternate to David Marquard; confirming the appointment of Nichole English to serve as alternate to Michael W. Dever; and declaring the necessity that this Resolution become immediately effective.
  - c) R2016-0117: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**6. MISCELLANEOUS BUSINESS**

**7. OTHER PUBLIC COMMENT**

**8. ADJOURNMENT**

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

*\*\*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, JUNE 7, 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 10:03 a.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT RELATED TO THE AGENDA

**No public comments were given.**

### 4. APPROVAL OF MINUTES FROM THE MAY 3, 2016 MEETING

**A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to approve the minutes from the May 3, 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. Joseph Nanni, Chief of Staff, and Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2016-0082. Discussion ensued.**

**Committee members asked questions of Mr. Nanni and Mr. Bouchahine pertaining to the item, which they answered accordingly.**

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

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

**On a motion by Mr. Germana with a second by Mr. Miller, Resolution No. R2016-0082 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.**

- 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:

- 1) Reverend Cory Jenkins
- 2) Geralyn Presti

**Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2016-0099. Discussion ensued.**

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

**Reverend Cory Jenkins and Ms. Geralyn Presti addressed the Committee regarding their nomination to serve on the Cuyahoga Community College Board of Trustees. Discussion ensued.**

**Committee members asked questions of Rev. Jenkins and Ms. Presti pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2016-0099 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

6. MISCELLANEOUS BUSINESS

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

7. OTHER PUBLIC COMMENT

**Ms. Anita Jackson and Ms. Lauren Beach addressed the Committee regarding obtaining a site for the Judge Perry B. Jackson memorial.**

8. ADJOURNMENT

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 11:00 a.m., without objection.**

## County Council of Cuyahoga County, Ohio

### Resolution No. R2016-0082

<p>Sponsored by: <b>Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission</b></p>	<p><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.</p>
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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 Z), 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: *Hazardous Materials (HazMat) Coordinator*  
Number: 1062412  
Pay Grade: 10
- Exhibit G: Class Title: *Quality Assurance Supervisor*  
Number: 1062432  
Pay Grade: 10
- Exhibit H: Class Title: *Wellness Coordinator*  
Number: 1053671  
Pay Grade: 11

Proposed Revised Classifications:

- Exhibit I: 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 J: 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 K: 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 L: 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 M: Class Title: *Emergency Services Administrator*  
Number: 1062435  
Pay Grade: 16  
\*Changed title to *CECOMS Manager* and changed pay grade from 16 to 17.
- Exhibit N: 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 O: 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 P: 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 Q: 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 R: 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 S: 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 T: 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 U: 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 V: Class Title: *Forensic Pathologist 2*  
Number: 1071412  
Pay Grade: 27  
\*The minimum requirements and training have been revised to better reflect the classification.

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

Exhibit X: 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 Y: 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 Z: 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. R2016-0104

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the goal of the Cuyahoga Regional HIV Health Services Planning Council is to identify HIV positive individuals and to link them into appropriate care and living situations to improve health outcomes comprised of Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties; and

WHEREAS, the Membership and Outreach committee of the Cuyahoga Regional HIV Health Services Planning Council recommend the nominees based on satisfying the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

WHEREAS, the Regional HIV Health Services Planning Council is a 40 member body serving staggered terms; and

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

WHEREAS, the County Executive Armond Budish has nominated Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018; 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.

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

**SECTION 1.** The Cuyahoga County Council hereby confirms the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018.

**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 eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 14, 2016

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

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



**ARMOND BUDISH**  
Cuyahoga County Executive

June 6th, 2016  
Dan Brady, President  
Cuyahoga County Council

**Re: Cuyahoga Regional HIV Health Services Planning Council (Ryan White Planning Council)**

Dear President Brady:

Pursuant to the 2009 Federal Ryan White HIV/AIDS Treatment Extension Act, the United States Department of Health and Human Services, and Cuyahoga County's Intergovernmental Agreement with the City of Cleveland, I submit the following nomination for service on the Planning Council:

- **Terry Allan, Bay Village, Cuyahoga County (Replacing Kristina Knight) as Co-Chair**

The nomination is for an unexpired term to begin 6/6/16 and expiring 6/30/18.

Candidates for this board shall:

1. *"... the Planning Council recommends members to the CEO for appointment... members serve the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain, and Medina Counties."*

The nominee submitted by the Planning Council is a resident of the listed counties.



**ARMOND BUDISH**  
Cuyahoga County Executive

2. Comprise a body that contains various membership requirements:

*"...appointees to the TGA must include:*

1. Health-care providers, including federally-qualified health centers
2. Community-based organizations serving affected populations and AIDS-service organizations
3. Social Service providers, including housing and homeless-services providers
4. Mental-health providers
5. Substance-abuse providers
6. Local public health agencies
7. Hospital planning agencies or health-care planning agencies
8. Affected communities, including individuals with HIV disease or AIDS, and historically under-served groups and subpopulations
9. Non-elected community leaders
10. State Medicaid agency
11. State agency administering the Part B program
12. RWTMA grantees under Part C
13. RWTMA grantees under section 2671 (including Part D)
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs
15. Formerly incarcerated PLWH/A or their representatives
16. PLWH/A with Hepatitis C Co-Infection"

Representation Requirements	
1. Health-care providers, including federally-qualified health centers	X
2. Community-based organizations serving affected populations and AIDS-service organizations	X
3. Soc.-service providers, inc. housing and homeless-services providers	X
4. Mental-health providers	X
5. Substance-abuse providers	X
6. Local public health agencies	X
7. Hospital planning agencies or health-care planning agencies	X
8. Affected communities, including individuals with HIV disease or AIDS, and historically under-served groups and subpopulations	X
9. Non-elected community leaders	X
10. State Medicaid agency	X
11. State agency administering the Part B program	X
12. RWTMA grantees under Part C	X
13. RWTMA grantees under section 2671 (including Part D)	X
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs	X
15. Formerly incarcerated PLWH/A or their representatives	X
16. PLWH/A with Hepatitis C Co-Infection	X

The 26 nominees and current members fulfill all requirements





**ARMOND BUDISH**  
Cuyahoga County Executive

3. *"... address conflicts of members openly."*

Note- a number of the appointees have conflicts of interest that violate Section 407.27 of the County Code, but Federal law specifically addresses this issue:

*"The planning council must define conflict of interest and determine how it will be handled as the planning council carries out its duties."*

The Planning Council addresses conflicts by openly stating them and requiring recusal as necessary. However, members are allowed to share their input in a "non-voting context."

Attached documentation outlines conflicts.

4. *"...reflect the risk, sex, race, and age group of the TGA"*

The Ohio Department of Health provides a profile of the TGA. The nominee and incumbent members reflect the demographic targets.

5. *"... be comprised of at least 33% members that have contracted HIV"*

The nominee and incumbent members reflect the demographic targets. The Planning Council has provided the demographic tables below.

Note- In the member biographies, some of the nominees voluntarily disclosed their HIV status. The administration will not provide additional information specifically identifying the other HIV positive individuals due to privacy concerns.

HIV Status	Target	PC
Positive	33%	54%
Negative	NA	

Non-Conflicted HIV Status	Target	PC
Current	> 33%	46%

There are no other candidates on file for this position.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.





**ARMOND BUDISH**  
Cuyahoga County Executive

For your review, I have attached pertinent document for Mr. Allan. 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:

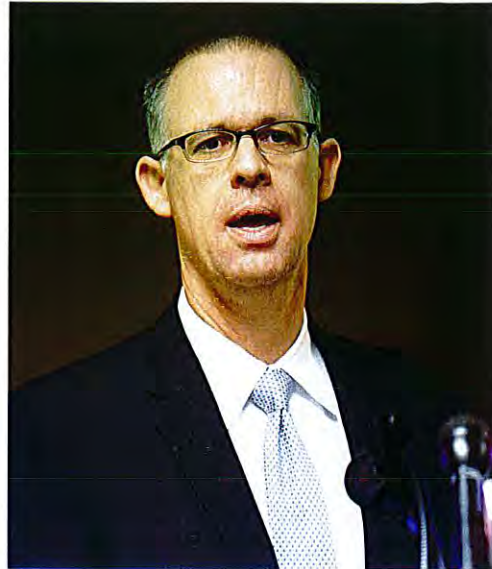
Sharon Sobol Jordan  
Joe Nanni  
Jeanne Schmotzer

Councilwoman Yvonne Conwell

Kris Moore  
Chris Glassburn  
Laura Trotter



**ARMOND BUDISH**  
Cuyahoga County Executive



Terry Allan of Bay Village, Cuyahoga County

## Education

**University of Hawaii, Honolulu**  
Master of Public Health, 1993

**Bowling Green State University, Bowling Green, Ohio**  
Bachelor of Science, 1989

## Highlights of Qualifications

- Robert Wood Johnson Foundation's Aligning Forces for Quality Better Health Partnership Leadership Team 2008 – Present
- Case Western Reserve University School of Medicine, Clinical Translation and Science Collaborative, Internal Advisory Board, 2012- Present
- Northern Ohio Trauma System Advisory Board, 2011- Present
- Adjunct Faculty, Case Western Reserve University, School of Medicine, 2004 to Present
- Cuyahoga County Family and Children First Council Member, 2004 to Present
- Cuyahoga County Invest In Children Initiative, Executive Committee Member, 2004 to Present
- Greater Cleveland Healthcare Association Board Member, 2004 to 2009
- Co-Chair, Health and Caring Investment Committee, United Way of Greater Cleveland 2006-08
- At-Large Board Member, Association of Ohio Health Commissioners, 2005 to 2009
- President, Association of Ohio Health Commissioners, 2009- 2010



**ARMOND BUDISH**  
Cuyahoga County Executive

## Experience

- Twenty six years of implementation experience in a wide range of public health programs
- Administrative and field experience in disease surveillance, indoor air quality, epidemiology, toxicology, occupational safety & health, industrial hygiene, vector control, nutrition, breast & cervical cancer screening, child fatality review, teen pregnancy prevention, cardiovascular health, immunization programs, Children and Family Health Services (CFHS) programs, tobacco prevention and cessation, lead poisoning prevention, asthma, dental programs, and injury prevention.
- Collaborated on several joint public health investigations involving CDC

## Relevant State and National Activities

- ❖ Member of the State, Territorial, Local and Tribal Advisory Committee to the Director Centers for Disease Control and Prevention, 2014 to Present
- ❖ Board Member, National Association of County and City Health Officials (NACCHO) 2006-Present
- ❖ President, NACCHO, 2013-14
- ❖ National Public Health Accreditation Board Standards Development Workgroup 2009-10
- ❖ Member of the PHAB Standards Improvement Committee, 2013-2014
- ❖ Association of Ohio Health Commissioners Representative on Public Health Preparedness 2004-08
- ❖ Testified at 3 Federal Congressional Committees on public health issues
- ❖ CDC National Public Health Leadership Institute Scholar, 2003-2004
- ❖ Institute of Medicine, RoundTable on Population Health Improvement, Member
- ❖ Robert Wood Johnson Culture of Health Leaders Board member

## Work Experience

- Feb 2004 - Present     **Cuyahoga County Board of Health**  
Cleveland, Ohio  
Health Commissioner  
Operate and manage 22 M budget for a staff of 200 serving a population of 857,000 in 57 communities in Greater Cleveland
- 2002 – 2004            **Regional Coordinator – Public Health Emergency Preparedness and Response**  
Served as the coordinator for local health departments in 5 counties responsible for 2 million people in Northeast Ohio in building capacity and developing a coordinated response for Bioterrorism
- 2002 - Jan 2004        **Cuyahoga County Board of Health**  
Cleveland, Ohio  
Assistant Health Commissioner  
Assist with operations and budget management for a staff of 220 serving a population of 835,000 in 57 communities in Greater Cleveland
- 1999 - 2002            **Cuyahoga County Board of Health**  
Cleveland, Ohio





**ARMOND BUDISH**  
Cuyahoga County Executive

-Director, Division of Community Health, Epidemiology, Surveillance

1993 to 1999 **Cuyahoga County Board of Health**  
Cleveland, Ohio  
Supervisor, Environmental Public Health

January 1993 to May 1993 **State of Hawaii Senate**  
Honolulu, Hawaii  
Committee Clerk: Health, Agriculture, Consumer Protection  
(While attending graduate school)

1989 to 1993 **Cuyahoga County Board of Health**  
Cleveland, Ohio  
Sanitarian in food protection, vector control, solid waste, indoor air quality

## Professional Organizations

- American Public Health Association
- Ohio Public Health Association
- Association of Ohio Health Commissioners
- National Association of City and County Health Officials

## Relevant Publications

Montana, E., Etzel, R., Allan, T., Horgan, T., Dearborn, D. 1997. *Environmental Risk Factors Associated With Pediatric Idiopathic Pulmonary Hemorrhage and Hemosiderosis in a Cleveland Community*. *Pediatrics* 99:1-8

Alicia M. Fry, Miai Rutman, Terry Allan, Heidi Scaife, Ellen Salehi, Robert Benson, I Barry Fields, Scott Nowicki, Mary Kay Parrish, Joseph Carpenter, Ellen Brown, Claressa Lucas, Timothy Horgan, Elizabeth Koch, and Richard E. Besser. *Legionnaires' Disease Outbreak in an Automobile Engine Manufacturing Plant*. *Journal of Infectious Disease* 2003:187 (15 March).

Carolyn M. Kerckmar, Dorr G. Dearborn, Mark Schluchter, Lintong Xue, H. Lester Kirchner, John Sobolewski, Stuart J. Greenberg, Stephen J. Vesper, and Terry Allan. *Reduction in Asthma Morbidity in Children as a Result of Home Remediation Aimed at Moisture Sources*. *Environmental Health Perspectives* • VOLUME 114 NUMBER 10, October 2006, 1574-80

Daniel B. Ornt, MD, David C. Aron, MD, Nicholas B. King, PhD, Laura M. Clementz, MA, Scott Frank, MD, MS, Terry Wolpaw, MD, Amy Wilson-Delfosse, PhD, Daniel Wolpaw, MD, Terrence Allan, MPH, Matthew Carroll, JD, Karen Thompson-Shaheen, Murray D. Altose, MD, Ralph I. Horwitz, MD, 2008. *Population Medicine in Curricular Revision at Case Western Reserve*. *Academic Medicine* 83: 327-331.

Bruckman D, Allan T, Stefanak M, Chandran Pillai A, Drabousky AS, Borawski EA, Frank S. (2013). Enforcement of Ohio's Smoke Free Work Place Law through the lens of public health practice. *Public Health Reports*. 128(1):54-63.



**ARMOND BUDISH**  
Cuyahoga County Executive

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

June 3, 2016

The Honorable Armond Budish  
Cuyahoga County Executive  
Cuyahoga County Administration Building  
2079 East 9th Street  
Cleveland, Ohio 44115

**RE: Appointment of Ryan White Part A Co-Chair**

Dear Executive Budish:

I am writing to request your consideration in appointing me as a Co-Chair of the Ryan White Part A Planning Council. There are currently three Planning Council (PC) Co-Chair positions (one County appointee, one City of Cleveland appointee, and one consumer who is elected by the PC membership) that provide overall leadership to the full Planning Council. The Planning Council's main responsibility as set forth in the federal Ryan White legislation is to prioritize how HIV/AIDS services are provided and allocate funding to the prioritized service categories. The three Co-Chairs play an important role in leading Planning Council members through this annual priority setting and resource allocation process.

Currently, only the consumer Co-Chair position is filled. Recently, Dr. Kristina Knight, whom you appointed as the County Representative, stepped down from her position (see attached letter). The City of Cleveland position is currently vacant and a letter was sent to Mayor Jackson in March requesting a new appointment.

The federal Health Resources and Services Administration (HRSA) funds the Ryan White program and periodically assesses our performance. Filling vacant positions was identified as a priority in a site assessment conducted by HRSA several months ago.

As you are aware, the Cuyahoga County Board of Health administers the Ryan White Program in Northeast Ohio. I believe that my appointment as a Co-Chair to the vacant county position would be entirely consistent with that role.

Thank you in advance for your consideration.

Terry Allan, Health Commissioner

Cc: Matt Carroll, Chief of Economic Opportunity and Growth  
Chris Glassburn, Senior Policy Advisor

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ [www.ccbh.net](http://www.ccbh.net)

Terrence M. Allan, R.S., M.P.H. Health Commissioner

# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0105

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; confirming the appointment of Christopher George to serve as alternate to David Marquard; confirming the appointment of Nichole English to serve as alternate to Michael W. Dever; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the District One Public Works Integrating Committee (DOPWIC) of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using a project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and

WHEREAS, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocations of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and

WHEREAS, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; 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, County Executive Budish has nominated David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; and

WHEREAS, County Executive Budish has nominated Christopher George to serve on the District One Public Works Integrating Committee as alternate to David Marquard; and

WHEREAS, on June 9, 2015, the Cuyahoga County Council adopted Resolution No. R2015-0101 confirming the appointment of Michael W. Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2015 - 6/21/2018; and

WHEREAS, County Executive Budish has nominated Nichole English to serve on the District One Public Works Integrating Committee as alternate to Michael W. Dever; 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.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018.

**SECTION 2.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Christopher George to serve on the District One Public Works Integrating Committee as alternate to David Marquard.

**SECTION 3.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Nichole English to serve on the District One Public Works Integrating Committee as alternate to Michael W. Dever.

**SECTION 4.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 5.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open









**ARMOND BUDISH**  
Cuyahoga County Executive

June 6th, 2016  
Dan Brady, President  
Cuyahoga County Council

**Re: District One (Cuyahoga County) Public Works Integrating Committee (DOPWIC)**

Dear President Brady:

Pursuant to Ohio Revised Code Section 164.04, I submit the following nominations for service on the Board of DOPWIC :

- **David Marquard, Cuyahoga County Engineer, of Uniontown, Stark County (Replacing Kosilesky)**
- **(ALTERNATE TO Mike Dever) Nicole English, Interim Chief Planning Engineer of North Ridgeville, Lorain County (Replacing Husani)**
- **(ALTERNATE TO Marquard) Christopher George, Interim Chief Highway Design Engineer, of Strongsville, Cuyahoga County (Replacing Kubek)**

Since 2011, there are no specific ORC requirements of nominees (*previously a county engineer*).  
There are no other candidates on file for these positions.  
The reappointed members have a sufficient attendance record.  
These nominations are for unexpired terms to beginning 6/6/16 expiring 6/21/18.  
There are no known conflicts of interest for which an advisory opinion has been requested.  
This board is uncompensated.

All of the above are senior employees of the Cuyahoga County Public Works Department.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0117

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 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinance Nos. 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 6/15/2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Deleted Classifications:

- Exhibit A: Class Title: *Account Technician*  
Class Number: 1013213  
Pay Grade: 5
- Exhibit B: Class Title: *Administrative Clerk*  
Class Number: 1011121  
Pay Grade: 3
- Exhibit C: Class Title: *Commercial/Industrial Appraiser*  
Number: 1057201  
Pay Grade: 10
- Exhibit D: Class Title: *Data Collector*  
Number: 1057101  
Pay Grade: 5
- Exhibit E: Class Title: *Inspector*  
Number: 1055161  
Pay Grade: 5
- Exhibit F: Class Title: *Microfilm Technician*  
Number: 1011142  
Pay Grade: 3
- Exhibit G: Class Title: *Residential/Agricultural Appraiser*  
Number: 1057202  
Pay Grade: 8
- Exhibit H: Class Title: *Scanning Reviewer*  
Number: 1011141  
Pay Grade: 1
- Exhibit I: Class Title: *Senior Commercial/Industrial Appraiser*  
Number: 1057202  
Pay Grade: 11






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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**DATE:** June 24, 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 June 15, 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:

<b>PROPOSED DELETED CLASSIFICATIONS</b>			
<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Account Technician	1013213	5	Fiscal Office
Administrative Clerk	1011121	3	Fiscal Office
Commercial/Industrial Appraiser	1057201	10	Fiscal Office
Data Collector	1057101	5	Fiscal Office
Inspector	1055161	5	Fiscal Office
Microfilm Technician	1011142	3	Fiscal Office
Residential/Agricultural Appraiser	1057202	8	Fiscal Office
Scanning Reviewer	1011141	1	Fiscal Office

Senior Appraiser	Commercial/Industrial	1057202	11	Fiscal Office
Senior Appraiser	Residential/Agricultural	1057103	9	Fiscal Office

cc: Deborah Southerington, Commissioner  
 Robert Wolff, Commissioner  
 Rebecca Kopcienski, PRC Director  
 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  
 Jeanne Schmotzer, Clerk of Council  
 Melinda Burt, Law Department  
 Kristen Moore, Paralegal  
 Robert Triozzi, Law Director



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Accounting Technician	<b>Class Number:</b>	1013213
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Fiscal Office		

### Classification Function

The purpose of this classification is to audit accounts payable vouchers, balance revenue receipts, re-issue or cancel warrants and prepares adjusting journal entries.

### Distinguishing Characteristics

This is an advance journey-level clerical classification with responsibility for performing activities in the Accounts Payable unit of the Fiscal Office – Auditor. This class works under general supervision from the Accounts Payable manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures. This class is distinguished from the Account Clerk classifications by the complexity of the work and by the experience required.

### Essential Job Functions

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

- 20% +/- 10%
- Performs a variety of clerical and technical accounting duties in the preparation, keying in, maintaining, balancing, processing, and issuance of records of accounting and financial transactions; verifies accounting entries to ensure accuracy; distributes FAMIS reports; receive checks; verifies check numbers and dates; distributes checks as appropriate; prepares journal entries to cancel checks issued in error; reissues lost checks.
- 20% +/- 10%
- Processes, code enters, and various numerical or financial data; keys a variety of vouchers and audits for payment; distributes reports; checks for accuracy.
- 20% +/- 10%
- Totals and balances all direct deposits; balances revenues to FAMIS; enters tax deposits from the Budget Commission; monitors tax deposits and distributes receipt reports; ensures appropriate signatures; maintains files of reports.
- 20% +/- 10%
- Maintains the necessary accounting records and files to support processed transactions; provides technical support to assigned accounting clerical personnel, and provides back-up as necessary; researches and compiles basic technical information related to area of assignment.
- 20% +/- 10%
- Respond to questions from operating departments, vendors, agencies, employees, and the public regarding area of assignment; performs special projects and studies; collects and compile statistical and financial data for special reports

EXHIBIT A

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

High school diploma supplemented with business vocational training with three (3) years experience in bookkeeping or clerical accounting; or an equivalent combination of education, training, and experience.

**Additional Requirements**

No licenses or corticated required.

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

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

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



**Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Clerk	<b>Class Number:</b>	1011121
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Fiscal Office		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 30% +/- 10%
- Assists and responds to requests for information from staff and the public in person or by phone, provides basic information on department and assigned program policies and procedures; assists in the registration of participants in assigned County sponsored programs; issues, receives types and processes various applications, reports, permits, licenses and other forms; collects and processes fees and charges.
- 20% +/- 10%
- Types, enters, records, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough draft, Dictaphone recordings or verbal instruction; may compose routine correspondence.
- 20% +/- 10%
- Performs various clerical duties on a computer which may include data processing, entering data into a spreadsheet or database program; may perform routine system back-up duties; runs computer reports as requested; processes department reports.
- 10% +/- 10%
- Maintains a variety of statistical records; checks and tabulates statistical data; prepares routine statistical reports.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

EXHIBIT B

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

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

### **Additional Requirements**

No licenses or corticated required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

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

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

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

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Commercial/Industrial Appraiser	<b>Class Number:</b>	1057201
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Fiscal Office - Auditor		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 50% +/- 5%
- Inspects new construction and major improvements to existing structures for value determination; contacts property owners, builders, municipal building departments, public officials and professional contacts to assist with valuation; cross references field notes with blue prints; sketches new building area onto property record card; cross references data with County GIS.
- 10% +/- 5%
- Researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties.
- 10% +/- 5%
- Surveys and analyzes property sales data, rentals, lease information, and physical characteristics.
- 15% +/- 5%
- Maintains and updates database of current real estate characteristics; maintains a database of sales periodicals and market data for apartment buildings using local and national trade publications.
- 10% +/- 5%
- Prepares market value valuations reports for all property types for ad valorem purposes using methods including field inspections, structure measurements, calculations, sales analysis, market trend studies, and income and expense analysis.
- 5% +/- 2%
- Communicates findings to taxpayers, attorneys and property agents.

EXHIBIT C



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

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

### **Additional Requirements**

Real Estate Appraiser certification is desirable, but not required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

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

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

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

## Commercial/Industrial Appraiser

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

### **Environmental Adaptability**

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

*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>	Data Collector	<b>Class Number:</b>	1057101
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Fiscal Office - Auditor		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

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

High school diploma supplemented with vocational school/coursework in real estate appraisal courses with two (2) years experience requiring public contact; or an equivalent combination of education, training, and experience.

### Additional Requirements

No additional requirements.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and conduct physically collect measurements of dwellings.

EXHIBIT D



### **Supervisory Responsibilities**

No supervisory requirements.

### **Mathematical Ability**

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

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

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

### **Environmental Adaptability**

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

*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>	Inspector	<b>Class Number:</b>	1055161
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Fiscal Office - Auditor		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

EXHIBIT E

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

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

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

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

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

### **Environmental Adaptability**

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Microfilm Technician	<b>Class Number:</b>	1011142
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Fiscal Office - Recorder		

**Classification Function**

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

**Distinguishing Characteristics**

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

**Essential Job Functions**

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

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

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

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

**Additional Requirements**

No licenses or certifications required.

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

**Physical Requirements**

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

**Supervisory Responsibilities**

EXHIBIT F

No supervisory requirements.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

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

**Environmental Adaptability**

- Work is typically performed in an office environment.

*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>	Residential/Agricultural Appraiser	<b>Class Number:</b>	1057102
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Fiscal Office - Auditor		

**Classification Function**

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

**Distinguishing Characteristics**

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

**Essential Job Functions**

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

- 30% +/- 5%
- Performs annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.
  
- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
  
- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
  
- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

EXHIBIT G



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

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

### **Additional Requirements**

Real Estate Appraiser certification is desirable, but not required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

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

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

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

**Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Scanning Reviewer	<b>Class Number:</b>	1011141
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	1
<b>Dept:</b>	Fiscal Office		

**Classification Function**

The purpose of this classification is to review and input previously scanned documents within the Fiscal Office's imaging system.

**Distinguishing Characteristics**

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

**Essential Job Functions**

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

- 80% +/- 10%
- Preps the documents by cropping, cleaning, rotating and straightening the images; searches and edits documents for missing pages, page numbers and volume numbers; ensures documents are numbered sequentially.
- 10% +/- 10%
- Locates specific documents on CD ROM that are missing in computer system; copies missing documents into computer system.
- 10% +/- 5%
- Searches microfilm for errors, mistakes or missing documents that were not scanned.

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

High school diploma with six (6) months experience in general clerical work, or an equivalent combination of education, training, and experience.

**Additional Requirements**

No licenses or certifications required.

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

**Physical Requirements**

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

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

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Commercial/Industrial Appraiser	<b>Class Number:</b>	1057202
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Fiscal Office - Auditor		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 15% +/- 10%
- May serve as lead worker over journey level workers; may provide technical training and instruction; may review work of other staff.
- 30% +/- 5%
- Maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.
- 35% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 20% +/- 5%
- Communicates with school board attorneys, taxpayers and developers; assists with developing standards.

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

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

EXHIBIT I

### **Additional Requirements**

Real Estate Appraiser certification is desirable, but not required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

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

## Senior Commercial/Industrial Appraiser

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

### **Environmental Adaptability**

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

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Residential/Agricultural Appraiser	<b>Class Number:</b>	1057103
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Fiscal Office - Auditor		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 30% +/- 5%
- Performs annual maintenance of more complex and high value residential and agricultural properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.
  
- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
  
- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
  
- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

EXHIBIT J

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

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

**Additional Requirements**

Real Estate Appraiser certification is desirable, but not required.

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

**Physical Requirements**

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

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

**Environmental Adaptability**

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

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