



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 4, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE SEPTEMBER 20, 2016 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2016-0169: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) O2016-0012: An Ordinance amending Section 303.01 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County, as amended; and declaring the necessity that this Ordinance become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**
- 8. ADJOURNMENT**

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MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING

TUESDAY, SEPTEMBER 20, 2016

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

10:00 AM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 10:00 a.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Culek to call the roll. Committee members Conwell, Gallagher, Germana and Miller were in attendance and a quorum was determined. Committee member 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 AUGUST 9, 2016 MEETING

A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to approve the minutes from the August 9, 2016 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2016-0151: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective:

- 1) David Goodman
- 2) Yvette Ittu

Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2016-0151. Discussion ensued.

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

Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0151. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute.

Mr. David Goodman addressed the Committee regarding his nomination to serve on the Cuyahoga County Audit Committee. Discussion ensued.

Committee members asked questions of Mr. Goodman pertaining to his experience, expertise and qualifications, which he answered accordingly.

In lieu of her attendance, Ms. Yvette Ittu submitted a written statement to the Committee.

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2016-0151 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) R2016-0152: A Resolution confirming the County Executive's appointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region 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. R2016-0152. Discussion ensued.

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

Ms. Jennifer Croessmann addressed the Committee regarding her nomination to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund. Discussion ensued.

Committee members asked questions of Ms. Croessmann pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2016-0152 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.

Mr. Miller requested to have his name added as co-sponsor to Resolution No. R2016-0152.

- c) R2016-0153: A Resolution confirming the County Executive’s appointment and reappointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2019, and declaring the necessity that this Resolution become immediately effective:

- 1) Appointments:

- a) Ethan Karp
- b) Mone Givner

- 2) Reappointment:

- a) Aaron Grossman

Mr. Glassburn addressed the Committee regarding Resolution No. R2016-0153. Discussion ensued.

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

Mr. Ethan Karp and Ms. Mone Givner addressed the Committee regarding their nomination to serve on the Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.

Committee members asked questions of Mr. Karp and Ms. Givner pertaining to their experience, expertise and qualifications, which they answered accordingly.

In lieu of his attendance, Mr. Aaron Grossman submitted a written statement to the Committee.

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2016-0153 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- d) R2016-0154: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve 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:

1) Appointments:

- a) Tracy Johnson
- b) Chris Kreuger
- c) LeAnder Lovett
- d) Maurice Smith
- e) Dr. Alan Taege
- f) Robert Watkins

2) Reappointments:

- a) Kimberlin Dennis
- b) Susan DiCocco
- c) Melissa Federman
- d) Bryan Jones
- e) James Stevenson
- f) Leshia Yarbrough-Franklin

Mr. Glassburn addressed the Committee regarding Resolution No. R2016-0154. Discussion ensued.

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

Mr. Tracy Johnson, Mr. Chris Kreuger, Mr. Maurice Smith, Mr. Robert Watkins, Mr. James Stevenson and Ms. Leshia Yarbrough-Franklin, addressed the Committee regarding their nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Mr. Johnson, Mr. Kreuger, Mr. Smith, Mr. Watkins, Mr. Stevenson and Ms. Yarbrough-Franklin pertaining to their experience, expertise and qualifications, which they answered accordingly.

In lieu of their attendance, Ms. Susan DiCocco and Mr. Bryan Jones submitted a written statement to the Committee.

On a motion by Ms. Conwell with a second by Mr. Gallagher, Resolution No. R2016-0154 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. PRESENTATION

- a) Changes to the Fair Labor Standards Act (FLSA)

Mr. Douglas Dykes, Director of Human Resources, and Ms. Melissa Foldesi, Compensation Manager, addressed the Committee regarding changes to the Fair Labor Standards Act (FLSA) including a brief overview of the FLSA, changes that were made to the FLSA rules and Cuyahoga County's plan to comply with the FLSA changes. Discussion ensued.

Committee members asked questions of Mr. Dykes and Ms. Foldesi pertaining to the item, which they answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. OTHER PUBLIC COMMENT

No public comments were given.

9. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 11:58 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0169

Sponsored by: Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission	A Resolution 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 September 21, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through V), 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:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: Contract Compliance Officer
Number: 1056121
Pay Grade: 8
*The essential job functions have been updated; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit B: Class Title: Contract Coordinator
Number: 1052140
Pay Grade: 4
*Essential job functions have been updated; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions; paygrade from 4 to 5.
- Exhibit C: Class Title: Facility Superintendent
Number: 1042141
Pay Grade: 13
*Revised essential job functions to reflect current duties; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit D: Class Title: Mail Room Supervisor
Number: 1011613
Pay Grade: 4
*Revised essential job functions to reflect current duties; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit E: Class Title: Safety and Health Coordinator
Number: 1021211
Pay Grade: 10
*Revised essential job functions to reflect current duties; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit F: Class Title: Senior Contract Compliance Officer
Number: 1056122
Pay Grade: 11
* Revised essential job functions to reflect current duties; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit G: Class Title: Senior Printing Coordinator
Number: 1061212
Pay Grade: 11
*Revised essential job functions to reflect current duties; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Proposed Deleted Classifications:

Exhibit H: Class Title: Admin. Building Project Administrator
Number: 1042183
Pay Grade: 19

Exhibit I: Class Title: Assistant Maintenance Superintendent
Number: 1042511
Pay Grade: 12

Exhibit J: Class Title: Assistant Maintenance Supervisor
Number: 1042513
Pay Grade: 7

Exhibit K: Class Title: Chief Engineer
Number: 1063315
Pay Grade: 16

Exhibit L: Class Title: Dentist
Number: 1059411
Pay Grade: 22

Exhibit M: Class Title: Environmental Services Manager
Number: 1063411
Pay Grade: 14

Exhibit N: Class Title: Orthopedist
Number: 1059611
Pay Grade: 26

Exhibit O: Class Title: Physician
Number: 1059711
Pay Grade: 26

Exhibit P: Class Title: Project Engineer 1
Number: 1063311
Pay Grade: 8

- Exhibit Q: Class Title: Project Engineer 2
 Number: 1063312
 Pay Grade: 9

- Exhibit R: Class Title: Project Engineer 3
 Number: 1063313
 Pay Grade: 12

- Exhibit S: Class Title: Project Engineer 4
 Number: 1063314
 Pay Grade: 15

- Exhibit T: Class Title: Sanitary Project Manager
 Number: 1063211
 Pay Grade: 12

- Exhibit U: Class Title: Senior Network Support Technician
 Number: 1011233
 Pay Grade: 8

Proposed New Classifications:

- Exhibit V: Class Title: Performance Consultant
 Number: 1053901
 Pay Grade: 13

SECTION 2. 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 27, 2016

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Compliance Officer	Class Number:	1056121
FLSA:	Exempt	Pay Grade:	8
Dept:	Office of Procurement & Diversity, only		

Classification Function

The purpose of this classification is to review and evaluate applications for the County's various diversity/inclusion programs (i.e., Small Business Enterprise (SBE), Cuyahoga County Based Business) and monitor contracts for compliance to assure Diversity and Inclusion.

Distinguishing Characteristics

This is an entry level classification with responsibilities for performing technical activities in the county's various diversity/inclusion programs. This class works under technical and functional oversight from a Senior Contract Compliance Officer, 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% +/- 10%
- Monitors contracts for compliance and investigates alleged violations; monitors contracts for compliance with established diversity/inclusion participation goals, policies and procedures; investigates alleged violations of the program, completes tabulation sheets; conducts on-site audits to verify accuracy of business information; confirms that the certified vendor of the county's diversity/inclusion programs is providing the goods and services indicated on the owner's application.
- 30% +/- 10%
- Reviews and evaluates applications for the county's various diversity/inclusion programs certification and re-certification to determine eligibility and verify the applicant is the true business owner; verifies business activity; substantiates race and gender of owners; reviews appropriate tax forms; reviews, critiques, and evaluates financial statements; conducts on-site interviews; reviews past contracts; researches business relationships.
- 15% +/- 10%
- Provides technical assistance to County personnel with businesses, private organizations and governmental agencies on diversity requirements; attends pre-bid conferences with contractors; provides technical support to all bidders on the identification of the county's diversity/inclusion program participants in pre-bid meetings; provides information and assistance to contractors and subcontractors; meets with clients and directors to inform them of certification.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares reports, forms, memos, and associate correspondence; attends grievance hearings; answers diversity/inclusion program process question via emails, phone calls, and mail; enters, maintains, and reports on data collected for certification; participates in training.
- 10% +/- 5%
- Attends community outreach events to increase the visibility and promote the county's various diversity/inclusion programs.

Proposed DATE

Contract Compliance Officer

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, marketing, or related field with one (1) year of related 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.

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

- 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 business taxes, office lease, invoices, bid tabulation sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, software manuals, Bidder's Manual, and the Ohio Revised Code.
- Ability to prepare Diversity Inclusion reports, site visit reports, grievance hearing minutes, denial letters, information letters, on site audit reviews, equity report, mileage 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 accounting and marketing terminology and language.
- Ability to communicate with the Director, business owners, community representatives, other County employees, large companies, consultants, contractors and the general public



Contract Compliance Officer

Environmental Adaptability

- Work is typically performed in an office environment and various off-site visits.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Coordinator	Class Number:	1052140
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Office of Procurement & Diversity, only		

Classification Function

The purpose of this classification is to review, analyze, and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statutes and County policies and procedures.

Distinguishing Characteristics

This is an entry level classification. The incumbents receive immediate supervision progressing to general supervision as experience is gained. Incumbents in this classification exercise discretion in following 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.

- 35% +/- 10%
- Reviews, analyzes, and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statutes and County policies and procedures; receives all contract documents submitted for consideration by County Council and the County Executive; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews electronic document routing system actions for completeness and submits in compliance with established deadlines; maintains contracts and supporting documents that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to Fiscal Office for encumbrance of funds; submits contract documents to Department of Law for legal review; analyzes submission of notarized signature authority letter, determine and assign encumbrance numbers for new contracts and agreements.
- 20% +/- 10%
- Prepares and maintains contract database for County Council and County Executive and creates summaries; compiles a checklist summarizing contract, contract amendments, and agreements to provide for various board approvals; updates contract database with all contract activity for permanent record; creates various vouchers and certification requests; gathers and compiles contract, contract amendment, and agreement activity for statistical purposes.
- 15% +/- 10%
- Performs various administrative duties; types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents; updates and maintains information in contract management database; resolves discrepancies with the department that submitted the documents; assists and collaborates with coworkers on various special projects; researches and compiles information for records requests; monitors status of contracts, contract amendments, and agreements to provide up-to-date information; maintains hard copies of contracts based on compliance to the record retention schedule.
- 10% +/- 5%
- Provides technical assistance and training to departments related to contract processing, various software, and policies and procedures.

Proposed DATE

Contract Coordinator

10% +/- 5%

- Acts as a consultant for various departments; meets with departments to strategize plans for new and amended contracts and agreements; refers to various departmental budgets to process or withhold voucher and certification requests; collaborates with department's budget allocation for submitted requests.

10% +/- 5%

- Verifies accuracy and consistency of contract history and evaluation; confirms vendors' legal name and address; review previously submitted contracts, contract amendments, and agreements to insure information has been accurately captured in the new amendments.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related 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.

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 contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, amendment certification, submitted certification, decertification, recertification requests; contract evaluation, history forms, contract covers, agreement covers, and various requests.
- Ability to comprehend a variety of reference books and materials including contract manuals, database manuals, and various other materials.
- Ability to prepare letters, contract-related reports, vouchers, emails, certification request memo, contract checklist, presentation, contract covers, agreement covers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Proposed DATE

Contract Coordinator

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with directors, supervisors, elected officials, Assistant Law Directors, 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

Class Title:	Facility Superintendent	Class Number:	1042141
FLSA:	Exempt	Pay Grade:	13
Dept:	Public Works, only		

Classification Function

The purpose of this classification is to manage, plan and coordinate maintenance and in-house construction projects in all County owned buildings.

Distinguishing Characteristics

This is a senior management level classification with responsibility for maintenance, repairs, and operations of all County owned buildings. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes.

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%
 - Manages, plans, and coordinates maintenance and in-house construction projects in all County owned buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County office(s); prepares and monitors budgets for in-house construction projects; conducts project management inspections; conducts facilities maintenance inspections; leads project planning and project estimating; assess space needs for the county; conducts facilities assessment; conducts space maintenance charge backs based on assessments and investigations; coordinates departmental moves.
- 35% +/- 10%
 - Supervises foreman and additional staff in the facilities division of Public Works; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; negotiates with bargaining units; provides training; conducts staff meetings; authorizes payroll; enforces county policies and procedures; answers employee complaints and concerns; recommends discipline and selection.
- 25% +/- 10%
 - Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; review service contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in building trades or construction with six (6) years of construction/maintenance experience including three (3) years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements for all levels

No additional license or certification is required.

Proposed DATE

C.

Facility Superintendent

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 use a variety of building trades tools including mechanic's tools and carpentry tools.

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.

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 production reports, work-orders, invoices, personnel documents, mechanical drawings, HVAC diagrams, electrical diagrams, blueprints, vehicle usage log, services contracts, technical study reports, mileage reports, facility improvement reports, employee evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ADA Federal Guidelines For Construction, Electrical Systems Analysis reports, Standard Handbook for Electrical Engineers, Handbook for HVAC, Design, Facilities Maintenance Management, Means Mechanical Estimating, Means Repair Remodeling Estimating, Cuyahoga County Policies And Procedures, Evacuation Procedures and Emergency Procedures, and U.S. Courts Design Guide.
- Ability to prepare payroll documents, personnel documents, work orders, vehicle usage logs, billing invoices, bid documents, 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, to explain procedures, to follow instructions.
- Ability to use and interpret electrical, engineering, and mechanical terminology and language.
- Ability to communicate with administrators, directors, supervisors, other County employees, contractors, state inspectors, and the general public.

Proposed DATE

Facility Superintendent

Environmental Adaptability

- Work is typically performed in an office environment and various buildings throughout the county.
- Working in the various office can lead to exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, animals, diseases and bodily fluids, electrical currents, violence, noise extremes, vibrations, machinery, traffic hazards, and varying levels of light.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mail Room Supervisor	Class Number:	1011613
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Public Works, only		

Classification Function

The purpose of this position is to direct and guide the mail room clerks in the compilation and dissemination of the mail throughout county departments.

Distinguishing Characteristics

This is a management level classification, responsible for supervision of Mail Clerks. This class works under the direction from the Senior Mail Room Supervisor and perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.

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%
 - Coordinates mail room operations; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; maintains supplies, office inventory, and office equipment for mail room; responds to routine inquiries and customer concerns; ensures that all mail is received, processed, and delivered; confirms all drive and walk routes are complete; pick up and drop off daily mail to the post office; update building directories; ensures projects with specials handling needs are met.
- 25% +/- 10%
 - Supervises mail clerk in the distribution of County mail to the various departments; plans, coordinates, assigns and reviews work; prepares reports such as payroll, log sheets, and request for leave; provides work instruction and training; directs staff to ensure accuracy and completion of daily work; evaluates employee performance; approves employee leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of mail processing 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 stand for prolonged periods of time, to walk, and to lift up to 50 pounds.

Proposed DATE

Mail Room Supervisor

Supervisory Responsibilities

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

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 review a variety of informational documents including request for leave, medical/patient records, personal checks, meter readouts, blue prints, billing invoices, vehicle maintenance report, telephone messages, delivery schedules, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, log sheets, meter processing report, mileage report, time adjustments form, 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 & influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with employees, customers, supervisors, outside agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between county buildings.

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 DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Safety & Health Coordinator	Class Number:	1021211
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to develop, plan, and coordinate employee safety program policies and procedures and monitors safety program compliance.

Distinguishing Characteristics

This is a journey level classification with responsibility for training County employees on safety procedures and maintaining safety equipment. This class is responsible for maintaining, monitoring, and inspecting safety equipment and conducting field inspections and certifications. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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%
- Develops safety procedures and equipment training; conducts CPR, First Aid, Blood Borne Pathogen, AED, fire extinguisher, safety procedures training; teaches personnel correct work zone set-up; teaches proper handling, containment, and disposal of bodily fluid spills.

- 20% +/- 10%
- Maintains, monitors, inspects safety equipment; conducts field inspections and certifications; conducts fire and safety inspections of all county buildings; performs safety field inspections for Sanitary, Road & Bridge, and Construction crews; inspects, monitors, and maintains defibrillators and first aid kits; assures sharps containers are emptied on a regular basis in all county buildings; checks and certifies all confined space entry equipment; investigates incidents and accidents.

- 20% +/- 10%
- Researches, recommends, and distributes inventory; researches and distributes personal safety equipment; prepares bids for safety products and services; researches, bids, maintains fire extinguisher contract; controls inventory for all safety equipment within Public Works; recommends safety and health equipment to all departments in the county.

- 15% +/- 10%
- Develops, organizes, and implements fire, tornado, and power failure evacuations plans for all county buildings; organizes floor captains; conducts fire drills at all county buildings; attends meetings to recommend safety and security practices for various county departments.

Proposed DATE

Safety & Health Coordinator

15% +/- 10%

- Performs public relations duties; prepares safety booklets and articles for distribution; delivers speeches to various groups and organizations; addresses multi-departmental employee safety and health complaints and issues; coordinates and meets with various individuals and groups including Greater Cleveland Safety Council, Governor's Traffic Safety Committee, and Commissioners.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Industrial or Occupational Safety, Criminal Justice, or related field with three (3) years of industrial or occupational safety experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

Must obtain and maintain CDL A or B License, Forklift Certification, First Aid/CPR/AED Training, Blood Borne Pathogens Training, OSHA Confined Space Entry Workshop, Gas Detection Training Course, Traffic Safety Generalist Course within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk for prolonged periods of time, ability to demonstrate CPR and first aid techniques, and to lift up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including accident investigation reports, work repair reports, safety equipment purchase invoices, work completed invoices, proposals, protective service reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Fire Code Book, NFPA Code Book, OSHA Rules and Regulations, Ohio Manual of Uniform Traffic Control Devices, and Personnel Policies and Procedures Manual.

Safety & Health Coordinator

- Ability to prepare accident records, activity reports, training reports, schedules, correspondence, speeches, pamphlets, weekly articles, Emergency Action Plans, safety equipment recommendations, bid specifications, standard operating procedures, 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 medical, safety, electrical, mechanical, basic law, OSHA terminology and language.
- Ability to communicate effectively with immediate supervisor, vendors, judges, other department directors, field personnel, coworkers, police officers, sheriff's department employees, other County employees, other government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, disease, bodily fluids, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Contract Compliance Officer	Class Number:	1056122
FLSA:	Exempt	Pay Grade:	11
Dept:	Office of Procurement & Diversity, only		

Classification Function

The purpose of this classification is to coordinate, review, and evaluate applications for the County's various diversity/inclusion programs (i.e., Small Business Enterprise (SBE), Cuyahoga County Based Business (CCBB), etc.) and monitor contracts for compliance.

Distinguishing Characteristics

This is a management level classification responsible for planning, organizing, coordinating, and supervising the county's various diversity/inclusion programs. This class works under general direction and the incumbents evaluate and recommend changes to, or develop new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

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%
- Reviews and evaluates applications for the county's various diversity/inclusion programs certification and re-certification to determine eligibility and verify the applicant is the true business owner; verifies business activity; reviews appropriate tax forms; reviews and critiques financial statements; conducts on-site interviews; reviews past contracts; researches business relationships.
- 25% +/- 10%
- Monitors contracts for compliance and investigates alleged violations; reviews and evaluates cancelled checks, invoices, and AIA statements by the primes for the small companies; reviews and calculates tabulations sheets; collects and enters payroll information of pertinent projects being monitored; collects and enters payments made to certified vendors of the county's diversity and inclusion programs by primes of projects being monitored; attends pre-bid conferences with contractors; provides technical support to all bidders on the identification of certified vendors of the county's diversity and inclusion programs.
- 10% +/- 5%
- Coordinates and promotes the County's various diversity and inclusion programs; provides information and outreach to the local business community about the purpose and benefits of the programs; offers orientation and guidance to businesses on how to get certified with the programs; attends and plans outreach events.
- 10% +/- 5%
- Supervises assigned staff; provides job instruction and training; disseminates information; assigns, plans and coordinates work; prepares employee performance evaluations; reviews and approves employee leave requests; recommends selection and promotion of employees; recommends discipline or discharge.

Proposed DATE

F.

Senior Contract Compliance Officer

15% +/- 10%

- Performs related administrative responsibilities; prepares and submits annual reports; reviews database to insure information is entered in accordance to county policies and procedures; prepares contract awarded letter; coordinates the SBE Grievance meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, marketing or related field with three (3) years of related 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, 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 SBE certification and recertification applications, tax reports, financial statements, Articles of Incorporation, Corporate by-laws, Partnership or LLC agreements, leases, certified payrolls, bid specifications, tab sheets, BOC and Council approvals, new applications from SBE or CCBB, correspondence and other reports and records.

Senior Contract Compliance Officer

- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, software manuals, and the Ohio Revised Code.
- Ability to prepare determination forms, SBE participation reports, site visit reports, bid tabulation sheets, SBE database and spreadsheets, Certificates for CCBB Program, prepare mileage report, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department when dealing with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and marketing terminology and language.
- Ability to communicate with the Director, SBE owners, community representatives, other County employees, large companies, consultants, contractors and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and various off-site visits to business seeking certification..

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Printing Coordinator	Class Number:	1061212
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Works, only		

Classification Function

The purpose of this classification is to provide print services to County departments and supervise staff of printing and reproduction division.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing and controlling the printing and reproduction division. 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.

- 35% +/- 10%

 • Supervises staff of printing and reproduction division; plans and coordinates the division work; assigns work and reviews completed work assignments; prepares employee performance evaluations; provides job training and instruction; responds to employee problems and issues; recommends discipline of employees; approves leave requests; documents misconduct.
- 30% +/- 10%

 • Prepares bid and contract specifications; prepares invitation to bid (ITB); prepares request for proposal (RFP) for the County's print management contract; monitors contract funding; reviews and approves contract payments; performs financial and administrative duties of contract.
- 10% +/- 5%

 • Provides print services to County departments; provides consulting services for County agencies; provides estimates, time frames, and procure materials for projects; prepares, reviews, and processes print job specifications; processes printing request to meet client's requirements; coordinates the production of printing orders throughout the entire printing process.
- 10% +/- 5%

 • Maintains and oversees the division operating budget; prepares, reviews, and presents pricing model for division cost recovery; prepares and maintains a database of internal charges to County agencies; prepares reports of division activities; reviews, performs, and approves accounts payable; identifies operating and capital budget needs.
- 15% +/- 10%

 • Performs other administrative duties; responsible for performing agency assessments for placement of copiers and/or network printers; prepares, recommends, and assists with all copier additions, removals, moves, and configuration updates; maintains database containing all equipment models, locations, contacts, and average monthly volumes.

Proposed DATE

G.

Senior Printing Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in reproduction, graphic arts or related field with five (5) years of related 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 and specialized printing equipment.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, and lift up to 80 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, calculate decimals and percentages, routine statistics, and moderate math such as 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 vendor invoices, department orders, correspondence, in-house requisitions, checks, contract payments, requests for quotes, personnel documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, legal dictionary, and Personnel Policies and Procedures Manuals.
- Ability to prepare print job specifications, invitations to bid, bid evaluation documents, reports (i.e. – revenue reports, paper usage reports, photo copier volume reports, and expenditures report), correspondence, personnel documents, customer invoices, 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 record and deliver information, to explain procedures, to follow instructions.

Proposed DATE

Senior Printing Coordinator

- Ability to use and interpret print production, marketing, accounting, and contract terminology and language.
- Ability to communicate effectively with supervisors, vendors, customers, contractors, coworkers, 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.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administration Building Project Administrator	Class Number:	1042183
		Pay Grade:	19

Departments:	Administrator's Office, only
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Classification Function

The purpose of this classification is to manage and administer the project development of the Administration Building's design, building systems, and construction.

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.

- Facilitate project development of the Administration Building's design, building systems, and construction (e.g.- assess and verify suitability of County Departments to be included in new Administration building; define project interface scope; manage project program, plan, design, construct, move-in and assessment; administer project budget; administer project schedule).
- Administer the architecture, engineering, and contract management contracts including hazardous material remediation contracts. Conduct architectural and engineering document reviews.
- Facilitate consultant progress through internal information generation and dissemination.
- Facilitate and monitor maintenance of project construction cost and time schedule. Monitor construction process.
- Facilitate communication and decision process.
- Serve as an expert team member for technology applications, planning and programming, business management, move management, finance, integrated workplace design, real estate, public relations, and commissioning.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in architecture or related field with nine years of architectural experience or any equivalent combination of training and experience.

Additional Requirements

Architecture license or equivalent.

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, calculator, fax, copier and telephone.

Supervisory Responsibilities

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, project specifications, progress reports, proposals, technical reports, invoices, electrical diagrams, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, architectural specifications, zoning drawings, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare architectural drawings, architectural and technical specifications, project budgets, project completion schedules, contractor payments, construction progress reports, correspondence 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, supervise and counsel employees and contractors, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, legal, governmental, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Maintenance Superintendent	Class Number:	1042511
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

Distinguishing Characteristics

This is a assistant manager classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring 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%
- Assists in the administration of the operations of the Maintenance department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.
- 25% +/- 10%
- Supervises the assigned maintenance area; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
- 20% +/- 10%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.
- 20% +/- 5%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

Assistant Maintenance Superintendent

Associate's degree or equivalent technical training in the trades or construction fields with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, computers and peripheral equipment.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to understand and apply basic mathematics and algebra and 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 forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.

Assistant Maintenance Superintendent

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Maintenance Supervisor	Class Number:	1042513
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to oversee and participate in operations at a specific Public Works Maintenance Facility, to include maintenance of County roadways and bridges within Townships, and direct general facility procedures.

Distinguishing Characteristics

This is a technical, assistant supervisor classification. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. The employee ensures that work is performed effectively and efficiently and according to OSHA safety requirements. This class is distinguished from the Maintenance Supervisor that is responsible for first-line supervision of a maintenance facility.

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%
- Assigns, supervises, and works with a crew of construction personnel engaged in bridge, road, and facility construction, maintenance, and repair, which may require climbing on steel beams, girders, concrete arches, and related bridge structures or while working from scaffolding and personnel conveyance devices, such as a snooper, spider, manlift or similar equipment assists in maintaining discipline of employees and maintaining accountability.
- 20% +/- 10%
- Estimates, plans and organizes the materials, tools and equipment necessary to perform an assignment; documents all materials, labor and vehicles at the facility and on projects; completes or reviews reports.
- 20% +/- 10%
- Inspects projects in advance and advises supervisor of requirements of personnel, materials and equipment; assists in snow and ice operation, as needed.

Experience Required to Perform Essential Job Functions

High school diploma supplemented with vocational training with two (2) years of experience assigning, supervising, and working with a crew of construction/maintenance personnel; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Required to have a driver's license with the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate automated office machines including computers and peripheral equipment. Ability to perform tasks while climbing on steel beams, girders, concrete arches, and related bridge structures or

Assistant Maintenance Supervisor

while working from scaffolding and personnel conveyance devices, such as a snooper, spider, manlift or similar 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 understand and apply addition, subtraction, multiplication, and division.

Language Ability & Interpersonal Communication

- 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 plans, reports, invoices, work orders, preventative maintenance reports and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including OSHA rules and standards (including MSDS file) as they apply to personnel, equipment and vehicle safety, the Work Order Program
- Ability to prepare timesheets, maintenance reports, work orders, estimates and quotes, drawings and plans 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, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, maintenance staff, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in the field subject to noise, traffic, dust, and traffic and in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Engineer	Class Number:	10633 15
		Pay Grade:	16

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage all engineering functions in the Sanitary Engineering Division which includes new construction, specifications, design and rehabilitation of sanitary sewers, storm sewers, raw sewage pump stations, waste water treatment plants and waterlines and to supervise lower level supervising engineers.

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 all engineering functions in the Sanitary Engineering Division which includes new construction, specifications, design and rehabilitation of sanitary sewers, storm sewers, raw sewage pump stations, waste water treatment plants and waterlines (e.g. - oversee the work of lower level engineers and administrative assistants; reviews and approves construction plans and specifications; reviews and approves contractor's shop drawings, change orders and pay estimates for County projects; conducts final inspections of construction projects to insure contractor's compliance with plans and specifications; schedules pre-bid and pre-construction conferences; troubleshoots, when necessary).
- Supervises lower level supervising engineers (e.g.- assigns work and reviews completed assignments; evaluates performance; reviews and approves employee leave requests; recommends employee selection, promotion, and discipline).
- Performs administrative duties (e.g. - receives telephone calls and meets with the developers, Mayors, city engineers, private engineering firms' attorneys, and the general public; responds to inquiries and complaints; processes and prepares necessary correspondence; assists County Prosecutor's office; provides testimony in Court, when necessary).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Eight years of professional engineering experience including four years in a supervisory capacity.

Additional Requirements

Annual renewal of registration 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 with departmental software and purchased software..

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, promotion, or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requests for County to take over operation and management of pump stations, construction plans, specifications, contractor's drawings, complaints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio EPA standards, ASTM Specifications, Uniform Standards for Sewerage Improvements, etc, and personnel policy manuals.
- Ability to prepare resolutions, agreements with developers, memos, correspondence, easement agreements, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, legal, personnel and accounting terminology and language.
- Ability to communicate effectively with Board of County Commissioners, Ohio Public Works Commission, subordinates, contractors, attorneys, developers, City and County officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment at a wastewater treatment facility.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dentist - Corrections	Class Number:	1059411
FLSA:	Exempt	Pay Grade:	22
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to diagnose and treat acute problems with a patient's teeth, gums, and other parts of the mouth; to perform professional dental services including extractions, exams, amalgams, anterior composites, and root canals with a minimum of referrals for surgical intervention; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

Essential Job Functions

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

- 50% +/- 15%
- Performs examinations of patients' teeth and mouth tissue in order to diagnose and treat problems; examine patients' mouths for cavities, sores, swelling, or other signs of disease; fill cavities, pull teeth that cannot be saved, or replace missing teeth.

- 20% +/- 5%
- Administer and prescribes local or general anesthetics to alleviate pain and antibiotics to treat infection; may take x-rays and clean patients' teeth, as necessary.

- 10% +/- 5%
- Supervises dental assistants, dental hygienists and EFDA (Expanded Function Dental Assistants) practitioners; reviews success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms.

- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available; provides night, weekend and holiday medical triage and authorizations via telephone.

Dentist - Corrections

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited dental school as either a doctor of dental surgery (DDS) or a doctor of dental medicine (DMD) degree; a DDS or equivalent degree from a foreign medical school that provided education and dentistry knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG; two years professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license to practice dentistry in the State of Ohio issued by the Ohio State Dental Board.

Requires current, valid CPR certification.

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 hand and power tools and equipment; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct dental assessments and treatments.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

Dentist - Corrections

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of 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 reference books and manuals including Reference Guide to Dentistry, Dental Drug Reference, reference on oral soft tissue diseases, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, dental records, prescriptions, notes, 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 various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical/dental terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Services Manager	Class Number:	1063411
		Pay Grade:	14

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage environmental services for the Development Department Division of the Sanitary Engineer and to supervise treatment plant operations 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 environmental services (e.g.- responsible for the National Pollution Discharge Elimination Parameters for all County wastewater treatment facilities including 3500 parameters per year; responsible for 42 sewage pumping stations; assures that all new or rehabilitation construction is installed to conform to the County rules, regulations and standards; reviews and evaluates monthly operating data for all wastewater facilities as a basis for recommended changes, improvements, short term planning, long term planning and as a reporting tool for the various municipalities; monitors, reviews and evaluates the County safety program and ensures the program addresses the goals and concerns of the County and the Industrial Commission).
- Supervises treatment plant operations supervisors (e.g.- assigns and reviews work; evaluates performance; provides on-going training and instruction; reviews and approves employee leave requests; meets with supervisors and field personnel to monitor progress and assess needs; recommends selection, promotion and discipline of employees).
- Communicates with various agencies and departments regarding environmental services activities (e.g.- participates in monthly written and verbal communications with the Ohio Environmental Protection Agency; communicates verbally and in written form with mayors; service directors, city engineers and any other elected/appointed government officials concerning the infrastructure).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in industrial management with six years of waste water operations experience; or any equivalent combination of training and experience which provides equivalent skills, knowledge and abilities.

Additional Requirements

Requires a Class III Ohio Wastewater Operators License.

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, calculator, copier, fax, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the 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 monthly EPA reports, vehicle maintenance reports, purchase orders, quarterly budgets, inspection reports, operations reports, attendance records, safety reports, statistical reports, personnel actions, time sheets, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Wastewater Rules and Regulations, federal regulations, PVC/PIPG Handbook, personnel policy manuals, Public Budgeting and technical periodicals.
- Ability to prepare monthly EPA reports, equipment specifications, performance appraisals, correspondence, budgets, contracts, statistical reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, legal, personnel and governmental business terminology and language.
- Ability to communicate effectively with Sanitary Engineer, Chief Engineer, plant superintendents, inspection chief, supervisors, other County employees, contractors, consultants, elected officials, state personnel and the general public.

Environmental Adaptability

- Work is typically performed in an office environment at a wastewater treatment facility.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Orthopedist - Corrections	Class Number:	1059611
FLSA:	Exempt	Pay Grade:	26
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform medical evaluations, diagnoses and treatment of the musculoskeletal complaints of patients with disorders of the bones, joints, muscles, ligaments, tendons, nerves, and skin; to perform suturing, casting, reductions and splinting of fractures; to develop, monitor, and evaluate appropriate treatment plans; to make referrals, as appropriate; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

Essential Job Functions

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

- 30% +/- 15%
- Provides medical management of injuries or disease, particularly in relation to the musculoskeletal system; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.

- 30% +/- 10%
- May perform surgery to restore function lost as a result of injury or disease of bones, joint, muscles, tendons, ligaments, nerves, or skin; performs suturing, casting, reductions and splinting of fractures; read x-rays and make appropriate diagnosis and plan of care; make appropriate referrals, when necessary.

- 20% +/- 5%
- Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifies treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.

- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.

Orthopedist - Corrections

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; some professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license to practice medicine in the State of Ohio issued by the Board of Medical Examiners.

Completion of an orthopedic residency program, or fourth year residents, including four years of training in orthopedic surgery and an additional year of training in a broad-based accredited residency program such as general surgery or internal medicine.

Requires current, valid CPR certification.

Board Certification

Board Certification in Orthopedic medicine preferred.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments; stand for long periods of time in performing medical assessments and surgery.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

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

Orthopedist - Corrections

Language Ability & Interpersonal Communication

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of 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 reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, 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 various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Physician - Corrections	Class Number:	1059711
FLSA:	Exempt	Pay Grade:	26
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform medical evaluations and diagnoses of assigned patients; to develop, monitor, and evaluate appropriate treatment plans and follow-up care; to perform minor operative procedures including suturing and casting uncomplicated fractures; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

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% +/- 15%
- Performs medical and physical evaluations of patients' health status; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.
- 20% +/- 5%
- Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.
- 5% +/- 5%
- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.
- 5% +/- 5%
- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Physician - Corrections

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; some professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license to practice medicine in the State of Ohio issued by the Board of Medical Examiners.

Requires current, valid CPR certification.

Board Certification

Board certification in internal medicine, family practice or urgent care is preferred.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of 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 reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Physician - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Engineer 1	Class Number:	1063311
		Pay Grade:	8

Departments:	Development, only
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Classification Function

The purpose of this classification is to assist in the review of construction project design plans.

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.

- Prepares a review detailed plans of constructin projects for compliance to contract specifications for approval by professional engineer staff.
- Assists in the design and planning of construction projects (e.g.- drafts design for review; performs calculations; revises plans; prepares materials specifications).
- Assists senior engineering staff with construction projects (e.g.-prepares monthly cost estimates, documents change orders; conveys information to city engineers, contractors, city officials and residents).
- Assists with miscellaneous design duties (e.g.- creates miscellaneous designs; performs project troubleshooting and project inspection).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in civil engineering.

Additional Requirements

Engineer in Training Certificate (EI) through the State Board of Engineers and Surveyors

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 with departmental software and purchased software.
- Ability to operate drafting equipment including compass, parallel, etc.
- Ability to conduct on-site inspections.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design plans, change orders, specifications and other reports and records.
- Ability to comprehend a variety of reference books and manuals including zoning maps, photographic maps, technical manuals, computer programs, trade publications and County policies and procedures.
- Ability to prepare design plans, change orders, specifications and other reports and records 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 engineering terminology and language.
- Ability to communicate with director, supervisor, city engineers, mayors, developers, 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

Class Title:	Project Engineer 2	Class Number:	1063312
		Pay Grade:	9

Departments:	Development, only
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Classification Function

The purpose of this classification is to review detailed construction project design plans.

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.

- Reviews detailed plans of construction projects (e.g.- reviews plans for municipals and private improvements; reviews plans for pumps stations; assures project work complies to contract specifications).
- Designs and plans construction projects (e.g.- creates design; performs calculations; prepares plans; develops engineer's estimates; prepares legal, construction and materials specifications).
- Administers construction projects (e.g.- prepares monthly cost estimates, negotiates change orders; meets with city engineers, contractors, city officials and residents).
- Performs miscellaneous design duties (e.g.- creates miscellaneous designs; performs project troubleshooting and project inspection).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Two years of professional engineering experience.

Additional Requirements

Annual renewal of registration 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 with departmental software and purchased software.
- Ability to operate drafting equipment including compass, parallel, etc.
- Ability to conduct on-site inspections.

Mathematical Ability

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



Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design plans, change orders, specifications and other reports and records.
- Ability to comprehend a variety of reference books and manuals including zoning maps, photographic maps, technical manuals, computer programs, trade publications and County policies and procedures.
- Ability to prepare design plans, change orders, specifications and other reports and records 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 engineering terminology and language.
- Ability to communicate with director, supervisor, city engineers, mayors, developers, 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

Class Title:	Project Engineer 3	Class Number:	1063313
		Pay Grade:	12

Departments:	Development, only
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Classification Function

The purpose of this classification is to plan and coordinate one program aspect of engineering project and to supervise lower level engineers and technicians.

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.

- Plans one program aspect of engineering project (e.g.- coordinates Inflow/Infiltration (I/I) activities; plans work of two person meter crew; receives metering requests; reviews data and prepares I/I reports; prepares all purchase orders relating to I/I activities including materials ordering and equipment repair; prepares equipment specifications as needed).
- Supervises lower level engineers and technicians (e.g.- plans, coordinates and assigns work; reviews work and evaluates performance; maintains work standards; provides instruction; recommends the selection, transfer, promotion and discipline of employees).
- Functions as project engineer for County construction projects (e.g.- prepares project detailed specifications; reviews project specifications and plans prepared by consultants; prepares bid documents including engineers estimates; prepares consultant and contractor payment estimates; prepares contract change orders; coordinates field activities; visits job site to inspect operations; coordinates communications regarding project between involved parties).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Four years of professional engineering experience.

Additional Requirements

Annual renewal of registration 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 with departmental software and purchased software.

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, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design plans and shop drawings, blueprints, billing invoices, flow charts, progress reports, I/I flow meter data, rain gauge reports, technical reports, insurance forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, material design handbooks, design manuals, graphics standards, specification standards, equipment manuals and personnel policy manuals.
- Ability to prepare cost estimates, equipment and materials specifications, project specifications, contract discounts, charts, graphs, change orders, purchase orders, 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with director, supervisor, engineering consultants, contractors, city engineers, customers, I/I crew members, staff engineers, sales representatives, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work performed in the field with exposure to varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Engineer 4	Class Number:	1063314
		Pay Grade:	15

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage construction of County financed projects and to supervise lower level engineering and technical 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.

- Manages construction of County financed projects (e.g.- evaluates bids by contractors and consultants; supervises construction activities; approves payments to contractor; reviews requests for change orders; negotiates with contractors and prepares change orders; recommends project approval).
- Supervises lower level engineers and technicians engaged in engineering activities (e.g.- plans, coordinates and assigns work; reviews work and evaluates performance; maintains work standards; provides instruction; recommends the selection, transfer, promotion and discipline of employees).
- Prepares or reviews design plans (e.g.- prepares design calculations and plans; prepares contract documents; reviews design calculations and design plans; checks contract documents; prepares project specifications).
- Negotiates and prepares operations and maintenance agreements with various municipalities for County services (e.g.- meets with municipal leaders; negotiates terms and conditions of agreement; prepares agreement).
- Prepares miscellaneous plans and reports (e.g.- prepares five-year capital improvement plans; prepares Capital Planning reports; reviews projects financed by municipalities or developers; prepares requests for proposal for consulting services).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Six years of professional engineering experience including two years in a supervisory capacity.

Additional Requirements

Annual renewal of registration 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 with departmental software and purchased software.

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, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design calculations, detailed project plans, contract documents, engineer's estimates, request for payment, shop drawings, engineering reports, preliminary reports, test results and other reports and records.
- Ability to comprehend a variety of reference books and manuals including uniform standards, materials and equipment specifications, project specifications, engineering manuals, engineering plans, zoning maps and topographical maps and personnel policy manuals.
- Ability to prepare design reports, project plans, contract documents, change orders, pay estimates, cost estimates, operations and maintenance agreements, Capital Improvements plan, request for proposal, project status reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, 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 engineering terminology and language.
- Ability to communicate with director, supervisor, consulting and city engineers, municipal leaders, contractors, County inspectors, County prosecutor, 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

Class Title:	Sanitary Project Manager	Class Number:	1063211
		Pay Grade:	12

Departments:	Development, only
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Classification Function

The purpose of this classification is to provide project management for County, municipal, and private sanitary projects.

Essential Job Functions

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

- Provides project management for County, municipal, and private sanitary projects (e.g.- reviews design plans; reviews design calculations; reviews easements; reviews engineer's estimates; recommends projects approval; provides leadership on project matters; informs project management team of project status; makes recommendations on design improvements, construction technology, schedules, and construction economies; analyzes effects of alternatives on the project cost and schedule).
- Manages construction of County financed projects (e.g. – evaluates bids submitted by contractors and consultants; reviews requests for change orders; negotiates with contractors and consultants; prepares change orders; recommends project approval).
- Coordinates the construction activities of County inspector on private and municipal projects.
- Prepares inflow/infiltration studies on existing County improvements (e.g. – reviews flow data from metering; reviews and prepares existing design of improvement; prepares charts from inflow/infiltration data; prepares reports on the inflow/infiltration).
- Performs related administrative responsibilities (e.g.- monitors contractor payments, changes, claims, and inspection for conformance to design requirements; provides cost and progress information; reviews requests for sewer connections; reviews requests for septic tanks; reviews pump station plans; conducts meetings with city engineers; responds to written and verbal inquiries and complaints; maintains related records).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in architecture, engineering or construction management with six years of construction/maintenance 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 personal computer, drafting tools, calculator, copier and telephone.

Mathematical Ability

© DMG Proposed November, 1998

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including contracts, invoices, federal statutes, federal rules, flow charts, protocols, mechanical drawings, electrical diagrams, blueprints, pump station plans, flow meter charts, engineering site plans, technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, zoning maps, design manuals, computer software manuals, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare construction progress reports, project management guidelines, project specifications, cost estimates, 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, to follow instructions.
- Ability to use and interpret architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, directors, consultants, architects, contractors, city engineers, other government agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office, shop, and field construction environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Network Support Technician	Class Number:	1011233
		Pay Grade:	8

Departments:	All departments
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Classification Function

The purpose of this classification is to provide complex computer hardware, network, and software technical support and assistance to end-users in a County department within a LAN/WAN environment.

Essential Job Functions

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

- Provides complex computer hardware, network, and software technical support and assistance to end-users in a County department within a LAN/WAN environment (e.g. - installs and maintains hardware and software including data terminal, data communications, personal computers, servers, routers and bridges; diagnoses and resolves problems referenced by the help desk, supervisor, and users; with direction from the supervisor, configures, installs and maintains workstations on LANs; with direction from the supervisor, configures, installs, and maintains LANs; provides end-users basic operational instructions).
- Provides computer hardware, network, and software technical support and assistance utilizing the Ohio Data Network (e.g. – with direction the supervisor, configures, installs, and maintains 3270 data communications and data terminal hardware on the Ohio Data Network; provides supportive services to other departments utilizing the Ohio Data Network).
- Provides other computer-related support services (e.g. – customizes installation of software applications to meet end-users needs; refurbishes and adjusts equipment; assists with site evaluations; notifies service vendor of equipment malfunction).
- Performs miscellaneous administrative duties (e.g. - maintains computer inventory, monitors problem log system, responds to problems via telephone, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or a related field and three years 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, 3270, peripheral equipment, scanners, and printers.
- Ability to move and install computer and related hardware equipment.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including problem logs, user requests, computer periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various hardware and software computer manuals.
- Ability to prepare status reports, problem resolutions, memos, procedural instructions, 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 computer hardware and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, help desk employees, County Information Services Center, Ohio Department of Human Services, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Performance Consultant	Class Number:	1053901
FLSA:	Exempt	Pay Grade:	13
Dept:	Office of the County Executive		

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. 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, techniques, 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.

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Performance Consultant

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 and moderate 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 budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, 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 communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, 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.




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: September 22, 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 September 21, 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 NEW CLASSIFICATIONS			
Classification Title	Classification Number	Pay Grade	Department
Performance Consultant	1053901	13	Office of the County Executive

PROPOSED REVISED CLASSIFICATIONS			
Classification Title	Classification Number	Pay Grade	Department
Contract Compliance Officer	1056121	8	Office of Procurement & Diversity
Contract Coordinator	1052140	5	Office of Procurement & Diversity
Facility Superintendent	1042141	13	Public Works
Mail Room Supervisor	1011613	4	Central Services

Safety and Health Coordinator	1021211	10	All Departments
Senior Contract Compliance Officer	1056122	11	Office of Procurement & Diversity
Senior Printing Coordinator	1061212	11	Central Services

PROPOSED DELETED CLASSIFICATION(S)

Classification Title	Classification Number	Pay Grade	Department
Admin. Building Project Administrator	1042183	19	Administrator's Office
Assistant Maintenance Superintendent	1042511	12	Public Works
Assistant Maintenance Supervisor	1042513	7	Public Works
Chief Engineer	1063315	16	Development
Dentist	1059411	22	Sheriff's
Environmental Services Manager	1063411	14	Development
Orthopedist	1059611	26	Sheriff's
Physician	1059711	26	Sheriff's
Project Engineer 1	1063311	8	Development
Project Engineer 2	1063312	9	Development
Project Engineer 3	1063313	12	Development
Project Engineer 4	1063314	15	Development
Sanitary Project Manager	1063211	12	Development
Senior Network Support Technician	1011233	8	All Departments

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
 Maggie Keenan, Director of OBM

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
NEW				
Performance Consultant	1053901	13	Office of the County Executive	This is a new classification that will work under the direction of the Chief Innovation Officer to develop internal and external innovation plans and identify key areas of improvement for the County.
REVISED				
Contract Compliance Officer	1056121	8	Office of Procurement & Diversity	PRC routine maintenance. Classification last revised in 2008. 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.
Contract Coordinator	1052140	5	Office of Procurement & Diversity	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. PG Changed from 5 to 4.
Facility Superintendent	1042141	13	Public Works	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.
Mail Room Supervisor	1011613	4	Central Services	PRC routine maintenance. Classification last revised in 1995. 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.
Safety and Health Coordinator	1021211	10	All Departments	PRC routine maintenance. Classification last revised in 1996. 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.
Senior Contract Compliance Officer	1056122	11	Office of Procurement & Diversity	PRC routine maintenance. Classification last revised in 2010. 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.
Senior Printing Coordinator	1061212	11	Central Services	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.

<u>DELETE</u>					
Admin. Building Project Administrator	1042183	19	Administrator's Office	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.	
Assistant Maintenance Superintendent	1042511	12	Public Works	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.	
Assistant Maintenance Supervisor	1042513	7	Public Works	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.	
Chief Engineer	1063315	16	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.	
Dentist	1059411	22	Sheriff's	PRC routine maintenance. Classification has no incumbents and Corrections dental services are administered for the Cuyahoga County Corrections Center via the Sheriff's Departments contract with MetroHealth. Sheriff has indicated that service will continue to be provided by MetroHealth for the foreseeable future.	
Environmental Services Manager	1063411	14	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.	
Orthopedist	1059611	26	Sheriff's	PRC routine maintenance. Classification has no incumbents and services are administered for the Cuyahoga County Corrections Center via the Sheriff's Departments contract with MetroHealth. Sheriff has indicated that service will continue to be provided by MetroHealth for the foreseeable future.	
Physician	1059711	26	Sheriff's	PRC routine maintenance. Classification has no incumbents and services are administered for the Cuyahoga County Corrections Center via the Sheriff's Departments contract with MetroHealth. Sheriff has indicated that service will continue to be provided by MetroHealth for the foreseeable future.	
Project Engineer 1	1063311	8	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.	
Project Engineer 2	1063312	9	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.	
Project Engineer 3	1063313	12	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.	

Project Engineer 4	1063314	15	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.
Sanitary Project Manager	1063211	12	Development	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.
Senior Network Support Technician	1011233	8	All Departments	PRC routine maintenance. Classification has no incumbents and DoIT and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056121	Contract Compliance Officer	Office of Procurement & Diversity	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2008. 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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No. of Employees Affected:	2
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Dept.(s) Affected:	Office of Procurement & Diversity
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Lenora Lockett, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052140	Contract Coordinator	Office of Procurement & Diversity	Non-Exempt	4

Requested By:	Personnel Review Commission
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Rationale:	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. PG Changed from 5 to 4.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Office of Procurement & Diversity
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Lenora Lockett, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042141	Facility Superintendent	Public Works	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Michael Dever, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011613	Mail Room Supervisor	Public Works	Non-Exempt	4

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1995. 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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No. of Employees Affected:	2
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Michael Dever, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021211	Safety & Health Coordinator	Public Works	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1996. 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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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Michael Dever, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056122	Senior Contract Compliance Officer	Office of Procurement and Diversity	Exempt	11

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2010. 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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No. of Employees Affected:	1
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Dept.(s) Affected:	Office of Procurement and Diversity
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Lenora Lockett, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061212	Senior Printing Coordinator	Public Works	Exempt	11

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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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):	Michael Dever, Director
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042183	Administration Building Project Administrator	Public Works	Exempt	19

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042511	Assistant Maintenance Superintendent	Public Works	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042513	Assistant Maintenance Supervisor	Public Works	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063315	Chief Engineer	Public Works	Exempt	16

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1059411	Dentist - Corrections	Sheriff	Exempt	22

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Corrections dental services are administered for the Cuyahoga County Corrections Center via the Sheriff's Departments contract with MetroHealth. Sheriff has indicated that service will continue to be provided by MetroHealth for the foreseeable future.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Sheriff
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Leigh Harris, HR Analyst
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Management Contact(s):	Clifford Pinkney, Sheriff Marcus Harris, Corrections Center Director of Nursing
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063411	Environmental Services Manager	Public Works	Exempt	14

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1059611	Orthopedist - Corrections	Sheriff	Exempt	26

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and services are administered for the Cuyahoga County Corrections Center via the Sheriff's Departments contract with MetroHealth. Sheriff has indicated that service will continue to be provided by MetroHealth for the foreseeable future.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Sheriff
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Leigh Harris, HR Analyst
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Management Contact(s):	Clifford Pinkney, Sheriff Marcus Harris, Corrections Center Director of Nursing
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1059711	Physician - Corrections	Sheriff	Exempt	26

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and services are administered for the Cuyahoga County Corrections Center via the Sheriff's Departments contract with MetroHealth. Sheriff has indicated that service will continue to be provided by MetroHealth for the foreseeable future.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Sheriff
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Leigh Harris, HR Analyst
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Management Contact(s):	Clifford Pinkney, Sheriff Marcus Harris, Corrections Center Director of Nursing
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063311	Project Engineer 1	Public Works	Non-Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063312	Project Engineer 2	Public Works	Non-Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063313	Project Engineer 3	Public Works	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063314	Project Engineer 4	Public Works	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and Public Works and HR have indicated that services have been consolidated into other similarly situated positions within the department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director of Public Works
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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011233	Senior Network Support Technician	Information Technology	Non-Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification has no incumbents and DoIT and HR have indicated that services have been consolidated into other similarly situated positions within the department or is simply no longer needed within the Department.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	N/A
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Staffing Implications:	None
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PRC Contact(s):	Jason J. Sobczyk, Classification and Compensation Specialist
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Human Resources Contact(s):	Brian Adams, Employee Relations Specialist 1 Radine Brown, HR Manager Kelli Neale, Program Officer Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Young, Department of Information Technology
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053901	Performance Consultant	Office of the County Executive	Exempt	13

Requested By: Personnel Review Commission

Rationale: This is a new classification that will work under the direction of the Chief Innovation Officer to develop internal and external innovation plans and identify key areas of improvement for the County.

No. of Employees Affected: TBD

Dept.(s) Affected: Office of the County Executive

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

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): Daro Mott, Chief Innovation Officer

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0012

Sponsored by: County Executive Budish/Department of Human Resources	An Ordinance amending Section 303.01 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County, as amended; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and

WHEREAS, the County's current Civil Service System is codified in Chapter 124 of the Ohio Revised Code, Chapter 123:1 of the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, Section 2.10 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 (Chapter 124), the Ohio Administrative Code (Chapter 123:1), the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, Section 301.23 of the Ohio Revised Code authorizes a charter-created county civil service commission to create a new system for employment with the county on the basis of merit and fitness, as ascertained by competitive examination; and

WHEREAS, the amendments proposed are designed to create pay equity for County employees performing similar duties; and

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

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

SECTION 1. Council hereby adopts the following changes to the County’s current Civil Service System as codified in Chapter 124 of the Ohio Revised Code, Chapter 123:1 of the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual (the “Cuyahoga County Civil Service Pay Equity Plan”) (added language underlined; deleted language in ~~strikethrough~~; subsections that are either deleted or remain in their entirety are noted in *italics* and parentheses):

Chapter 303: Civil Service Plan

Section 303.01 Pay Equity

~~A. The following Sections of Chapter 124 of the Ohio Revised Code are hereby amendment as they apply to County employees.—All sections of Ohio Revised Code Chapter 124 applicable to employees of Ohio counties that are not specifically amended or superseded by this Chapter 303 remain in full effect in their entirety. In the event a conflict between the Administrative Rules of the Personnel Review Commission and Title 3, Employment Practices, the Code shall prevail. Substantive changes to the Ohio Revised Code and/or the Administrative Code as may apply to the County shall be made only through ordinance. In the event a conflict between this Title and a collective bargaining agreement, the collective bargaining agreement shall prevail.—All sections in Chapter 124 that are not specifically identified in bold below remain in full effect in their entirety.~~

~~124.14—Job Classification—Pay Ranges:~~

~~(A)(1) The Personnel Review Commission shall establish, and may modify or rescind, subject to approval by County Council, a job classification plan in accordance with the requirements of Section 9.04 of the Cuyahoga County Charter and Chapter 305 of this Code. The Commission shall group jobs within a classification so that the positions are similar enough in duties and responsibilities to be described by the same title, to have the same pay assigned with equity, and to have the same qualifications for selection applied. The Commission shall assign a classification title to each classification within the classification plan. However, the Commission shall consider in establishing classifications, including classifications with parenthetical titles, and assigning pay ranges, such factors as duties performed only on one shift, special skills in short supply in the labor market, recruitment problems, separation rates, comparative salary rates, the amount of training required and other conditions affecting employment. The~~

~~Commission shall describe the duties and responsibilities of the class, and establish the qualifications for being employed in each position in the class.
The Commission shall assign each classification to an equitable pay range.~~

~~(2) The Director may reassign to a proper classification those positions and/or employees have been assigned to an improper classification. The Director may also assign a proper classification to a County employee who qualifies for a classification but has not previously been assigned to one. If a reassignment or assignment occurs, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on the review of the employee's relative skill level, education and experience as compared to the employees currently existing in the classification.~~

~~(3) (Deleted in its entirety)~~

~~(4) The Commission shall subject to approval by County Council, assign related classifications, which form a career progression, to a classification series. The Commission shall, subject to approval by County Council, assign each classification in the classification plan a five digit number, the first four digits of which shall denote the classification series to which the classification is assigned. When a career progression encompasses more than ten classifications, the Commission shall, subject to approval by County Council, identify the additional classifications belonging to a classification series. The additional classifications shall be part of the classification series, notwithstanding the fact that the first four digits of the number assigned to the additional classifications do not correspond to the first four digits of the number of the assigned to other classification in the classification series.~~

~~(5) (Deleted in its entirety)~~

~~(B) Division (A) of this section only applies to those positions identified in Section 9.03 of the Charter.~~

~~(1) (Deleted in its entirety)~~

~~(2) (Deleted in its entirety)~~

~~(3) (Deleted in its entirety)~~

~~(4) (Deleted in its entirety)~~

~~(5) (Deleted in its entirety)~~

~~(C) (Retained in its entirety)~~

B. Job Classification—Pay Ranges~~Classification Plan.~~

1) The Personnel Review Commission shall administer, subject to approval by County Council, a clear, countywide classification and salary administration system in accordance with the requirements of Section 9.03 of the Cuyahoga County Charter. The Commission shall group positions within a classification so that the positions are similar enough in duties and responsibilities to be described by the same title, to have the same pay assigned with equity, and to have the same qualifications for selection applied. The Commission shall recommend a classification title for each classification within the classification plan. The Commission shall consider in recommending classifications and equitable pay grades, those factors deemed compensable by the County. The Commission shall describe the duties and responsibilities of the class in proposed classifications specifications, and recommend to County Council the qualifications for each position in the class.

2) The Commission shall, subject to approval by County Council, assign related classifications that form a career progression to a classification series, and shall assign each series to a job family.

3) Classification Plan Maintenance. When, the Personnel Review Commission recommends and Council determines to change the pay grade assigned to an existing classification or create a new classification, the Director of Human Resources is authorized to set the pay of affected employees, if any. Determination of pay shall not be arbitrary or capricious, or based on nepotism, political affiliation or any other factor that violates the County Ethic Ordinance or any other County, state or federal law. Individual pay determinations shall be based on relevant factors to be determined in each case by the Director that may include, but are not limited to, direct experience performing the job functions, qualifications, the labor market, and the pay of other employees assigned to the same classification in the same appointing authority. If funds are available, any pay rate change resulting from this process may be implemented no later than the first full pay period of the following calendar year, unless the Executive determines, in his/her discretion, to implement the change earlier. Pay determinations by the Director under this section that do not result in a reduction in pay shall not be subject to appeal.

C. Position Audits.

1) The Director of Human Resources may initiate a position audit and, based on the results of the audit, may reassign any employee to the proper classification, as long as the employee is performing the essential job functions of the classification identified by the Director at least fifty percent (50%) of his/her time for a minimum of one hundred and twenty (120) consecutive calendar days and the employee meets the minimum qualifications for the classification.

2) Upon the request of any non-bargaining, non-probationary classified employee, the Director of Human Resources shall perform a position audit to review the employee's position for the sole purpose of determining whether the employee is

properly assigned to his/her classification and, if not, to identify the proper classification. The Director of Human Resources shall give to the affected employee and to the employee's appointing authority a written notice of the Director's determination. Reassignment may only occur if the employee continues to perform essential job functions that are exclusive to another classification at least fifty percent (50%) of his/her time for a minimum of one hundred twenty (120) calendar days, and the employee meets the minimum qualifications for the classification. An employee may not request a position audit more than once in a twelve (12)-month rolling period unless approved the Director.

3) An employee who has been reassigned to a different classification through the position audit process is not required to serve a new probationary period.

4) Employees must meet the minimum qualifications of a classification to be assigned to that classification through the position audit process. The Personnel Review Commission shall, on a regular basis, audit final determinations on position audits to -verify whether the employee meets the minimum qualifications for the classification to which he/she was reassigned.

5) If an employee is reassigned to a different classification through the position audit process referred to in subsections (C)(1) and (C)(2), such placement may result in the employee being reassigned to a classification in the same pay grade, a lower pay grade, or a higher pay grade. If the employee is reassigned to a classification with the same pay graded, the employee's salary shall not change. If the employee is reassigned to a classification with a lower pay grade, the employee's pay may be decreased by up to five percent (5%), or set at the new pay grade's maximum rate, whichever pay decrease is greater, and the pay decrease shall not be retroactive. If the employee is reassigned to a classification with a higher pay grade, the employee's pay may be increased by up to five percent (5%), or set at the new pay grade's minimum rate, whichever is greater, and the pay increase shall be retroactive to the first pay period following the date the audit was requested. Pay determinations of the Director under this section shall not be arbitrary or capricious. Individual pay determinations shall be based on relevant factors to be determined in each case by the Director that may include, but are not limited to, direct experience performing the job functions, qualifications, the labor market, funding, and the pay of other employees assigned to the same classification in the same appointing authority.

6) In lieu of reassignment pursuant to subsections (C)(1) and (C)(2), the appointing authority may choose, or the Director of Human Resources may direct the appointing authority, to remove or reduce the amount of duties that are in a classification other than the employee's, and to require the assignment of duties that are within the scope of the employee's classification, to occur no later than forty-five (45) calendar days from the date of the determination. In such case, the employee shall be compensated with up to a five percent (5%) pay increase for the temporary performance of duties in a higher-paying classification. This pay increase shall be calculated from the first full pay period following the date the audit was requested through the date the

employee's duties were changed. If following the forty-five (45) calendar-day period the employee believes that he/she is still performing job duties of a different classification at least fifty percent (50%) of his/her time, the Commission shall determine whether the employee has been compensated for the performance of the duties in the higher classification, and may order that the duties be removed within a particular time frame and that the employee be compensated.

7) If an employee is assigned or reassigned to a classification through exercise of powers granted to the Director of Human Resources in subsections (C)(1), (C)(2), or (D), the Director shall give the affected employee and the employee's appointing authority written notice setting forth the Director's determination. If the assignment or reassignment results in a salary reduction, the affected employee shall be offered an opportunity to meet with the Director or designee prior to the determination becoming final. Subsequent to this meeting, or the employee's waiver of this meeting, the Director shall provide the employee and the employee's appointing authority written notice of the Director's final determination. Determination letters may be sent to employees by electronic mail to the employees' County e-mail addresses.

8) Following a final determination of the Director of Human Resources pursuant to Subsections (C)(1), (C)(2), or (D), a non-bargaining, non-probationary employee may file a written appeal with the Personnel Review Commission in accordance with the Personnel Review Commission's Administrative Rules. Employee's may also file an appeal to the limited extent authorized by (C)(6).

9) Following a determination by the Commission that a non-bargaining, non-probationary employee is performing the essential job functions exclusive to a different classification at least fifty percent (50%) of the time, in lieu of reassignment the appointing authority may choose, or the Director of Human Resources may direct the appointing authority, to remove or reduce duties as provided for in Subsection (C)(6) above.

10) Assignment of Current Employees Who Were Not Previously Classified. The Director of Human Resources may assign a County employee who has not previously been assigned to a classification in the classification plan. An employee who has received an assignment pursuant to this Subsection is not required to serve a new probationary period.

D. To ensure pay equity for like positions, the Personnel Review Commission may conduct audits of final pay determinations pursuant to (B)(3), and of final pay determination made pursuant to (C)(5) where appeal rights have expired and there is no pending appeal. When such an audit is conducted, the Department of Human Resources shall provide the Commission with the rationale and supporting documentation for the Director's final pay determination. The Commission shall provide reports on its audit findings to the Administration and County Council. Nothing in this provision shall require the Commission's audit of pay determinations within like positions to be restricted or limited solely to those employees whose pay is

affected by final pay determinations as a result of maintenance of the class plan or the position audit process, but the Personnel Review Commission will not consider in its audit any employees with a pending appeal related to C (5).

~~(D)(1) When the Commission modifies a classification or the assignment of classes to appropriate pay ranges, the Commission shall review the proposed action in an open meeting. If the Commission approves of the proposed action, it shall submit the proposed action to County Council.~~

~~(2) When the Director proposes to reassign any employee or reclassify any position, as long as the reclassification does not result in a modification of the County's Class Plan, and an employee is adversely affected, the Director shall give to the employee affected and to the employee's appointing authority a written notice setting forth the proposed new classification, pay range and step, and salary. Employees shall be given advance notice of reassignment or reclassification in the manner prescribed by the Personnel Review Commission's administrative rules adopted pursuant to section 301.02 of the code. If the reassignment or reclassification results in a reduction in salary, the employee shall be offered an opportunity to meet with the Director or designee to dispute the proposed change. Subsequent to this meeting, or the employee's waiver of this meeting, the Director shall provide the employee written notice of the final decision regarding the proposed reduction. The employee may then file an appeal of the Director's final decision to the Personnel Review Commission in accordance with the process described below.~~

~~Upon the request of any classified employee who is not serving in a probationary period, the Director shall perform a job audit to review the classification of the employee's position to determine whether the position is properly classified. The Director shall give to the employee affected and to the employee's appointing authority a written notice of the Director's determination whether or not to reclassify the position. An employee desiring a hearing shall file a written request for the hearing with the Personnel Review Commission in accordance with the Personnel Review Commission's Rules.~~

~~order the reclassification of the employee and require the Director to assign the employee to such appropriate classification as the facts and evidence warrant. As provided in division (A)(1) of section 124.03 of the Revised Code, the Commission may determine the most appropriate classification for the position of any employee coming before the board, with or without a job audit. The Commission shall disallow any reclassification or reassignment classification of any employee when it finds that changes have been made in the duties and responsibilities of any particular employee for political, religious, or other unjust reasons. fifty5~~

~~(E) (Deleted in its entirety)~~

~~(F) (Deleted in its entirety)~~

~~(G) (Deleted in its entirety)~~

~~(H) (Deleted in its entirety)~~

~~(I) The Director shall set the rate of compensation for all intermittent, seasonal, temporary, emergency, and casual employees in the service of the County who are not considered public employees under section 4117.01 of the Revised Code.~~

124.34 - Reduction in Pay or Position - Suspension - Removal.

(A) The tenure of every officer or employee in the classified service of the state and the counties, civil service townships, cities, city health districts, general health districts, and city school districts of the state, holding a position under this chapter, shall be during good behavior and efficient service. No officer or employee shall be reduced in pay or position, fined, suspended, or removed except as provided in section 124.32 of the Revised Code, and for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the officer's or employee's appointing authority, violation of this chapter or the rules of the director of administrative services or the commission, any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony. The denial of a one-time pay supplement or a bonus to an officer or employee is not a reduction in pay for purposes of this section.

This section does not apply to any modifications or reductions in pay authorized by division (A)(2) of Section 124.14, division (O) of section 124.181 or section 124.392 or 124.393 of the Revised Code.

An appointing authority may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. The disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and has the same effect as a suspension without pay for the purpose of recording disciplinary actions.

A finding by the appropriate ethics commission, based upon a preponderance of the evidence, that the facts alleged in a complaint under section 102.06 of the Revised Code constitute a violation of Chapter 102, section 2921.42, or section 2921.43 of the Revised Code may constitute grounds for dismissal. Failure to file a statement or falsely filing a statement required by section 102.02 of the Revised Code may also constitute grounds for dismissal. The tenure of an employee in the career professional service of the department of transportation is subject to section 5501.20 of the Revised Code.

Conviction of a felony is a separate basis for reducing in pay or position, suspending, or

removing an officer or employee, even if the officer or employee has already been reduced in pay or position, suspended, or removed for the same conduct that is the basis of the felony. An officer or employee may not appeal to the state personnel board of review or the commission any disciplinary action taken by an appointing authority as a result of the officer's or employee's conviction of a felony. If an officer or employee removed under this section is reinstated as a result of an appeal of the removal, any conviction of a felony that occurs during the pendency of the appeal is a basis for further disciplinary action under this section upon the officer's or employee's reinstatement.

A person convicted of a felony immediately forfeits the person's status as a classified employee in any public employment on and after the date of the conviction for the felony. If an officer or employee is removed under this section as a result of being convicted of a felony or is subsequently convicted of a felony that involves the same conduct that was the basis for the removal, the officer or employee is barred from receiving any compensation after the removal notwithstanding any modification or disaffirmance of the removal, unless the conviction for the felony is subsequently reversed or annulled.

Any person removed for conviction of a felony is entitled to a cash payment for any accrued but unused sick, personal, and vacation leave as authorized by law. If subsequently reemployed in the public sector, the person shall qualify for and accrue these forms of leave in the manner specified by law for a newly appointed employee and shall not be credited with prior public service for the purpose of receiving these forms of leave.

As used in this division, "felony" means any of the following:

- (1) A felony that is an offense of violence as defined in section 2901.01 of the Revised Code;
 - (2) A felony that is a felony drug abuse offense as defined in section 2925.01 of the Revised Code;
 - (3) A felony under the laws of this or any other state or the United States that is a crime of moral turpitude;
 - (4) A felony involving dishonesty, fraud, or theft;
 - (5) A felony that is a violation of section 2921.05, 2921.32, or 2921.42 of the Revised Code.
- (B) In case of a reduction, a suspension of more than forty work hours in the case of an

employee exempt from the payment of overtime compensation, a suspension of more than twenty-four work hours in the case of an employee required to be paid overtime compensation, a fine of more than forty hours' pay in the case of an employee exempt from the payment of overtime compensation, a fine of more than twenty-four hours' pay in the case of an employee required to be paid overtime compensation, or removal, except for the reduction or removal of a probationary employee, the appointing authority shall serve the employee with a copy of the order of reduction, fine, suspension, or removal, which order shall state the reasons for the action.

An employee may appeal such order in accordance with the Rules set forth by the Personnel Review Commission. If an appeal is filed, the Personnel Review Commission shall forthwith notify the appointing authority and shall hear, or appoint a hearing officer to hear, the appeal. The Personnel Review Commission may affirm, disaffirm, or modify the judgment of the appointing authority. However, in an appeal of a removal order based upon a violation of a last chance agreement, the Personnel Review Commission may only determine if the employee violated the agreement and thus affirm or disaffirm the judgment of the appointing authority.

Either the employee or the appointing authority may appeal the decision of the Personnel Review Commission to the Cuyahoga County Court of Common Pleas in accordance with general law.

(C) (Deleted in its entirety)

(D) A violation of division (A)(7) of section 2907.03 of the Revised Code is grounds for termination of employment of a nonteaching employee under this section.

(E) As used in this section, "last chance agreement" means an agreement signed by both an appointing authority and an officer or employee of the appointing authority that describes the type of behavior or circumstances that, if it occurs, will automatically lead to removal of the officer or employee without the right of appeal to the state personnel board of review or the appropriate commission.

~~123:1-7-22 — Reassignments by the Director of Human Resources~~

~~The Director may reassign to a proper classification those positions and/or employees that have been assigned to an improper classification. The Director may also assign a proper classification to a County employee who qualifies for classification but has not previously been assigned to one. If a reassignment or new assignment occurs, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on a review of the employee's relative skill level, education and experience as compared to the employees currently existing in the classification. Such placement may result in the~~

~~employee maintaining their current salary, or may result in an increase or reduction in salary.~~

~~If the reclassification results in a reduction in salary, the employee shall be offered an opportunity to meet with the Director or designee to dispute the proposed change. Subsequent to this meeting, or the employee's waiver of this meeting, the Director shall provide the employee written notice of the final decision regarding the proposed reduction. The employee may then file an appeal of the Director's final decision to the Personnel Review Commission in accordance with the Commission's rules.~~

~~(B) (Deleted in its entirety)~~

~~(C) (Deleted in its entirety)~~

~~1. CUYAHOGA COUNTY ADMINISTRATIVE RULES—The following section of the Cuyahoga County Administrative Rules is hereby amended. All sections in the Cuyahoga County Administrative Rules that are not specifically identified in bold below remain in full effect in their entirety.~~

~~—Rule No. 3—Position Audits~~

~~The Director of Human Resources may initiate a position audit and reassign to a proper classification those positions and/or employees that have been assigned to an improper classification. The Director may also assign a proper classification to a County employee who qualifies for classification but has not previously been assigned to one.~~

~~Non-probationary, non-bargaining, classified employees who believe that their duties have changed significantly and feel that their classification is no longer appropriate may request a position audit. An employee wishing to initiate a position audit shall submit their request in writing to the Director of Human Resources. Upon receipt of the employee's request, or upon request of the Director of Human Resources, Human Resources shall forward a Comprehensive Position Questionnaire (CPQ) to the employee for completion. The CPQ will be accompanied by a cover letter and instructions for completing the CPQ. The cover letter will also be sent to the employee's Department Director.~~

~~The employee shall return the completed CPQ forms to Human Resources within thirty (30) days of receipt. The employee may request in writing to the Director of Human Resources a onetime extension of time in which to complete the CPQ. The deadline, however, may not be extended beyond thirty (30) days after the original due date.~~

~~Human Resources will review all submitted information and will make a determination as to the appropriate classification. To meet the classification criteria, an employee must perform the mandatory duties stated in the classification function at least 20% of the time. Prior to rendering a decision on the position audit request, Human Resources reserves the right to conduct an on-site audit. Upon completion of their review, Human Resources will provide written notice of the position audit to the employee with a copy to the Department Director. If the reclassification results in a reduction in salary, the~~

~~employee shall be offered an opportunity to meet with the Director or designee to dispute the proposed change. Subsequent to this meeting, or the employee's waiver of this meeting, the Director shall provide the employee written notice of the final decision regarding the proposed reduction.~~

~~The employee has the right to appeal the decision rendered by Human Resources. This must be done in writing to the Cuyahoga County Personnel Review Commission (PRC) within the time frame set forth in the Personnel Review Commission's Rules~~

~~If a reassignment or new assignment occurs, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on a review of the employee's relative skill level, education and experience as compared to the employees currently existing in the classification.~~

~~If the position audit results in no change in the employee's classification, but a change in the pay range assignment of the classification, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on a review of the employee's relative skill level, education and experience as compared to the employees currently existing in the classification.~~

~~If the position audit results in the employee receiving a higher salary, any salary adjustment will be computed retroactive to the beginning of the first pay period following the date that the written request for the position audit was received by Human Resources. If the position audit results in the employee receiving a lower salary, any salary adjustment will begin the first day of the first pay period following the date of the final decision by the Director of Human Resources. If the position audit results in the creation of a new classification and/or pay range, any salary adjustment will be effective the first pay period following approval of the new classification and/or pay range by the County (i.e., not retroactive)~~

~~If, after conducting a position audit on an employee, Human Resources becomes aware of similarly situated employees, it will reassign the other employees, effective the beginning of the first pay period following the date that the decision was rendered on behalf of the employee that had requested the audit. For purposes of this section, a "similarly situated employee" is an employee that performs the same essential job functions and responsibilities as the audited employee. Similarly situated employees will not be entitled to retroactive pay increases.~~

~~2.— CUYAHOGA COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL—The following section the Cuyahoga County Personnel Policies and Procedures Manual is hereby amended. All sections in the Cuyahoga County Personnel Policies and Procedures Manual that are not specifically identified in bold below remain in full effect in their entirety.~~

~~Section 5.09 Non-Bargaining Position Audits~~

~~The Director of Human Resources may initiate a position audit and reassign to a proper classification those positions and/or employees that have been assigned to an improper classification. The Director may also assign a proper classification to a County employee who qualifies for classification but has not previously been assigned to one.~~

~~Non-probationary, non-bargaining, classified employees who believe that their duties have changed significantly and feel that their classification is no longer appropriate may request a position audit.~~

~~An employee wishing to initiate a position audit shall submit their request in writing to the Director of Human Resources. Upon receipt of the employee's request, or upon request of the Director of Human Resources, Human Resources shall forward a Comprehensive Position Questionnaire (CPQ) to the employee for completion. The CPQ will be accompanied by a cover letter and instructions for completing the CPQ. The cover letter will also be sent to the employee's Department Director.~~

~~The employee shall return the completed CPQ forms to Human Resources within thirty (30) days of receipt. The employee may request in writing to the Director of Human Resources a onetime extension of time in which to complete the CPQ. The deadline, however, may not be extended beyond thirty (30) days after the original due date. Human Resources will review all submitted information and will make a determination as to the appropriate classification. To meet the classification criteria, an employee must perform the mandatory duties stated in the classification function at least 20% of the time. Prior to rendering a decision on the position audit request, Human Resources reserves the right to conduct an on-site audit. Upon completion of their review, Human Resources will provide written notice of the position audit to the employee with a copy to the Department Director. If the reclassification results in a reduction in salary, the employee shall be offered an opportunity to meet with the Director or designee to dispute the proposed change. Subsequent to this meeting, or the employee's waiver of this meeting, the Director shall provide the employee written notice of the final decision regarding the proposed reduction.~~

~~The employee has the right to appeal the decision rendered by Human Resources. This must be done in writing to the Cuyahoga County Personnel Review Commission (PRC) within the time frame set forth in the Personnel Review Commission's Rules.~~

~~Employees may lose their appeal rights if their own negligence caused them to fail to receive the position audit decision from Human Resources (i.e., failure to list correct mailing address on Request for Position Audit Form or failure to sign for the certified letter).~~

~~If a reassignment or new assignment occurs, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on a review of the employee's relative skill~~

~~level, education and experience as compared to the employees currently existing in the classification.~~

~~If the position audit results in no change in the employee's classification, but a change in the pay range assignment of the classification, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on a review of the employee's relative skill level, education and experience as compared to the employees currently existing in the classification. If the position audit results in the employee receiving a higher salary, any salary adjustment will be computed retroactive to the beginning of the first pay period following the date that the written request for the position audit was received by Human Resources. If the position audit results in the employee receiving a lower salary, any salary adjustment will begin the first day of the first pay period following the date of the final decision by the Director of Human Resources. If the position audit results in the creation of a new classification and/or pay range, any salary adjustment will be effective the first pay period following approval of the new classification and/or pay range by the County (i.e., not retroactive).~~

~~If, after conducting a position audit on an employee, Human Resources becomes aware of similarly situated employees, it will reassign the other employees, effective the beginning of the first pay period following the date that the decision was rendered on behalf of the employee that had requested the audit. For purposes of this section, a "similarly situated employee" is an employee that performs the same essential job functions and responsibilities as the audited employee. Similarly situated employees will not be entitled to retroactive pay increases.~~

~~An employee may not request a position audit more than once in a twelve-month (12) rolling period unless documentation acceptable to the Director of Human Resources is provided at the time of the second request that the job has substantially changed since the date of the completion of the previous audit.~~

~~An employee who has received a classification change pursuant to this Section is not required to serve a new probationary period.~~

~~—Bargaining unit employees should refer to their collective bargaining agreement for information on position audits.~~

~~—(Clerk's Note: Article IX of The Cuyahoga County Charter was amended by the electors on November 5, 2013 to change the name of the Human Resource Commission to the Personnel Review Commission)~~

~~(Ordinance Nos. O2014-0035, Enacted 12/9/2014, Effective 12/12/2014; O2011-0043, Enacted 10/11/2011, Effective 10/12/2011)~~

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

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

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

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: September 27, 2016
Committee Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__