



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, MAY 2, 2017**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE APRIL 4, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2017-0065: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**
- 8. ADJOURNMENT**

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

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



## MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, APRIL 4, 2017  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM

### 1. CALL TO ORDER

**Councilwoman Brown called the meeting to order at 10:02 a.m.**

### 2. ROLL CALL

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

**A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to excuse Mr. Miller and Mr. Jones from the meeting.**

### 3. PUBLIC COMMENT RELATED TO THE AGENDA

**There were no public comments given.**

### 4. APPROVAL OF MINUTES FROM THE MARCH 21, 2017 MEETING

**A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the March 21, 2017 meeting.**

### 5. MATTERS REFERRED TO COMMITTEE

- a) R2017-0056: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2017-0056. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2017-0056 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**7. OTHER PUBLIC COMMENT**

**There were no public comments given.**

**8. ADJOURNMENT**

**With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:07 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0065

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

WHEREAS, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

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

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

WHEREAS, on April 5, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Adult Programs Customer Service Representative*  
Class Number: 1014201  
Pay Grade: 5  
\*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B: Class Title: *Appraisal Systems Analyst*  
Class Number: 1057203  
Pay Grade: 13  
\*Revised to update the classification function and essential job functions to include an additional unit within the Fiscal Department.

Exhibit C: Class Title: *Building Rehabilitation Specialist*  
Class Number: 1021311  
Pay Grade: 6  
\* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit D: Class Title: *Employment Service Supervisor*  
Class Number: 1014122  
Pay Grade: 15  
\* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit E: Class Title: *Parking Facility Supervisor*  
Class Number: 1042421  
Pay Grade: 5  
\* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: April 12, 2017

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Adult Programs Customer Service Representative	<b>Class Number:</b>	1014201
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Senior and Adult Services		

### Classification Function

The purpose of this classification is to maintain and monitor services provided by home health aides.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 40% +/- 10%
- Assigns and monitors services provided by home health aides; assigns initial phone assessments; assigns initial home visits according to geographical area; opens and assigns new cases according to case managers case loads and geographical area; updates the roster of employees and their work schedules.
- 20% +/- 10%
- Maintains and places clients on waiting list when services are unavailable; identifies clients when services become available; ensures eligibility by checking status and account history; notifies case managers when their clients are eligible for services; informs Procurement and Contractual Services (PCS) on how many units of each service have been used.
- 10% +/- 5%
- Prepares and maintains all necessary records, data and forms; prepares and mails correspondence to clients with past due accounts; collects data for distribution to other departments; collects sorts, and total provider information data; enters into database and spreadsheets; emails letters to providers detailing performance ratings.
- 30% +/- 10%
- Perform administrative duties; assembles packets for initial home visits, re-determinations, and marketing; assists in editing request for proposals; distributes information about special events to organizations and clients; takes phone call; forwards Right-fax email to appropriate recipient; coordinates with procurement and contract services to update service availability; researches prices for items requested to be purchased with Emergency Funds.

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

High school diploma or equivalent and one (1) year of social service or clerical/administrative 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 and calculate decimals and percentages

**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 new cases, initial home visit referrals, invoice statements, provider information forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, etc.
- Ability to prepare waiting lists, provider concerns and feedback, keep records of various documents (e.g.- fax assessments, initial home visits, and new cases) and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with operations program managers, supervisors, home health aides, case managers, and procurement and contract services administrator and other County employees.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Appraisal Systems Analyst	<b>Class Number:</b>	1057203
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Fiscal Office		

### **Classification Function**

The purpose of this classification is to assist with coordination of the Residential/Agricultural Appraisal Unit and/or Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

### **Distinguishing Characteristics**

This is an advanced level classification with responsibility for performing activities of the Real Estate Tax Division of the Fiscal Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements, and is responsible for ensuring that the division's activities are completed in a timely and accurate 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.**

- 50% +/- 10%
- Processes and coordinates commercial and/or residential maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial and/or residential reports; maintains and updates commercial/industrial and/or residential/agricultural property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.
- 15% +/- 5%
- Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%
- Plans and executes special projects.
- 15% +/- 10%
- Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%
- Communicates with taxpayers; resolves problems.

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

Bachelor's degree in business, accounting, computer science or a related field with three (3) years experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No certificates or licenses required.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtracts, 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 building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Building Rehabilitation Specialist	<b>Class Number:</b>	1021311
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Development		

### Classification Function

The purpose of this classification is to perform specialized office and/or field work involving the planning, implementing, coordinating, and managing of housing rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, rental property owners, contractors, and building officials, as well as administrative skills for complying with federal requirements and preparing related reports, forms, and documents.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 45% +/- 10%
- Manages and inspects residential and commercial structures to determine rehabilitative work required to correct health and safety issues, housing quality standard and/or building code deficiencies; inspects rehabilitation projects for compliance with workmanship standards, trade specifications, building and housing codes, property rehabilitation standards, contract conditions, and progress payment disbursements; provides technical guidance to property owners, contractors, and building officials; reviews new materials and methods issued in building construction; mediates conflicts that may arise during the construction process; monitors project's budget.
- 35% +/- 10%
- Coordinates the contractor bids and work specifications; develops work specifications and cost estimates utilizing construction software; reviews work specifications; evaluates change order requests to insure validity of requests and cost; prepares and approves change orders; estimates for required rehabilitation work; reviews contractor bids; verifies contractor eligibility for program; drafts contracts to winning bidder.
- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meeting; participates in housing fairs and community events; meets with the general public and various agencies about the county programs and services offered.

## **Building Rehabilitation Specialist**

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

Associate's degree in Construction Management or related field with three (3) years of code enforcement, specification writing, or individual trades (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

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

Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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

#### **Physical Requirements**

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 25 pounds.

#### **Mathematical Ability**

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

#### **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 client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

## **Building Rehabilitation Specialist**

- Ability to use and interpret building construction terminology and language.
- Ability to communicate with contractors, clients, supervisors, coworkers, other County employees, government agency representatives, customers, inspectors, and Building Commissioners.

## **Environmental Adaptability**

- Work is typically performed in an office environment and at field locations.
- Work in field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, disease, bodily fluids, animals, electrical currents, violence, noise extremes, vibrations, bright or dim lights, and traffic hazards.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employment Service Supervisor	<b>Class Number:</b>	1014122
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Work Force Development and Health and Human Services		

### Classification Function

The purpose of this classification is to supervise lower level employees, and to assist in the management of daily activities of an employment services program.

### Distinguishing Characteristics

This is a management classification that works under general supervision and is responsible for supervising lower level employees and assisting in the management of the daily activities of an employment services program. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

### Essential Job Functions

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

- 50% +/- 10%
- Assists in the management of daily activities of an employment service program; oversees and manages administration of program operation and staffing; assesses training and program needs; provides direct service and support to program participants; assists with developing program best practices; reviews and updates training curriculum; responds to participant complaints, concerns and questions; communicates program status to Administrator; ensures that all Federal, State and local regulations and guidelines are met.
- 20% +/- 10%
- Supervises lower level employees; plans, assigns and reviews work; provides training and instruction; reviews and approves employee leave requests; evaluates employee performance; recommends personnel actions including selection, promotion, transfer, discipline and discharge.
- 10% +/- 5%
- Interviews and evaluates participants in employment services program and refers participants to employment opportunities or service providers; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and interprets test results; refers clients to job placement programs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, memos and other documents; responds to emails and phone calls; prepares training materials; records participant survey responses; reviews and maintains participant e-records to ensure all required documentation is recorded for case file reviews; acts as liaison with state and local human services contacts; orders equipment and supplies; prepares monthly instructor schedule; participates on committees to ensure program quality and satisfactory audit outcomes.

Proposed DATE

## **Employment Service Supervisor**

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

Bachelor's degree in social work, public administration, business administration, or a related field, and three (3) years of employment service 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 a 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 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 attendance authorization; attendance reports, participant surveys and other reports and records.
- Ability to comprehend a variety of reference books and manuals including resume development guidelines, program curriculum, Personnel Policies and Procedures Manual, other computer handbooks and manuals.
- Ability to prepare program participation reports, participant satisfaction reports, applicant job readiness report, transportation log, employee performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.

### **Employment Service Supervisor**

- Ability to use and interpret counseling terminology and language.
- Ability to communicate effectively with employers, contractors, applicants, program participants, program staff, counselors, human resource personnel, managers, supervisors, state personnel, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Parking Facility Supervisor	<b>Class Number:</b>	1042421
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to supervise lower level parking attendants in the daily operations of the parking facility and oversee parking facilities.

### Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising a unit of Facility Attendants in the daily operations of the parking facility and overseeing parking facilities. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

### Essential Job Functions

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

- 75% +/- 10%
- Supervises lower level parking attendants in the daily operations of the parking facility; directs staff to ensure work completion and maintenance of standards; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Oversees parking facilities; coordinates, directs and schedules parking services for downtown venues; checks, tickets and tows illegally parked vehicles as needed; collects revenue from meter boxes; operates cash register to receive payments and to give change to patrons; handles complaints; prepares daily cash flow for transfer to bank and maintains adequate cash balance for operations.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various reports and records; prepares daily, weekly, and monthly financial reports; tallies and prepares deposits; maintains information for monthly customers; prepares invoices for monthly customers; prepares employee work schedules; prepares and reviews documents related to payroll, requests for leave and overtime; picks up and drops off information at the sheriff's department.

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

- High school diploma or equivalent and two (2) years of customer service and cash collection experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Proposed DATE

## **Parking Facility Supervisor**

### **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 computers using departmental software, printer/copier, ticket dispensing machines, and gate equipment.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

#### **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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

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

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

- Ability to perform 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 daily reports and summaries, parking contracts, cashier reports, parking payroll deductions, daily deposit receipts, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual,, Union Contracts, Parking Equipment Operation Manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, correspondence, invoices, time sheets, requests for leave, work schedules, performance evaluations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Parking Facility Supervisor**

- 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 accounting terminology and language.
- Ability to communicate effectively with customers, supervisors, sheriff's department, vendors, other County employees and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, 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.*




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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**DATE:** April 6, 2017

**TO:** Cuyahoga County Council President Dan Brady  
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity  
 Committee  
 Council Members, Human Resources, Appointments & Equity  
 Committee

**FROM:** Chairman Deborah Southerington,   
 Cuyahoga County Personnel Review Commission

**RE:** Recommending Modifications to Class Plan

Please be advised that on April 5, 2017, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

<b>PROPOSED REVISED CLASSIFICATIONS</b>			
<b>Classification Title &amp; Classification Number</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>NEW PAY GRADE &amp; FLSA</b>	<b>Department</b>
Adult Programs Customer Service Representative 1014201	5/Non-Exempt	5/Non-Exempt (no change)	Senior and Adult Services
Appraisal System Analyst 1057203	13/Exempt	13/Exempt (no change)	Fiscal
Building Rehabilitation Specialist 1021311	5/Non-Exempt	6/Non-Exempt	Development
Employment Service Supervisor 1053224	10/Exempt	10/Exempt (no change)	Health and Human Services
Parking Facility Supervisor 1042421	5/Non-Exempt	5/Non-Exempt (no change)	Public Works

cc: Thomas Colaluca, 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

**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1014201	<b>Adult Programs Customer Service Representative</b>	DSAS	Non-Exempt	5

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. The Classification was last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	Division of Senior and Adult Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Richard Jones, Director
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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1057203	Appraisal Systems Analyst	Fiscal Office	Exempt	13

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Departmental Revision Request. The request was made to update the classification function and essential job functions to include an additional unit within the Fiscal Office Department.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Dennis Kennedy, Director
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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1021311	<b>Building Rehabilitation Specialist</b>	Development	Non-Exempt	6

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1998. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	PG 5 \$34,985.60 - \$48,942.40 PG 6 \$37,876.80 - \$53,040.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Ted Carter, Director
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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1014122</b>	<b>Employment Service Supervisor</b>	<b>JFS &amp; Work Force Development</b>	<b>Exempt</b>	<b>10</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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. Classification Number was revised.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	JFS and Work Force Development
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	David Merriman, Director Jayanti Bhattacharya, Director
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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1042421	Parking Facility Supervisor	Public Works	Non-Exempt	5

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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<b>Management Contact(s):</b>	Michael Dever, Director
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<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
<b>REVISED</b>				
Adult Programs Customer Service Representative	1014201	5	DSAS	PRC routine maintenance. The Classification was last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Appraisal Systems Analyst	1057203	13	Fiscal Office	Departmental Revision Request. The request was made to update the classification function and essential job functions to include an additional unit within the Fiscal Office Department.
Building Rehabilitation Specialist	1021311	6	Development	PRC routine maintenance. Classification last revised in 1998. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade increased from 5 to 6 due to changes in minimum qualifications.
Employment Service Supervisor	1014122	10	JFS & Work Force Development	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. Classification Number was revised.
Parking Facility Supervisor	1042421	5	Public Works	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.