



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MAY 16, 2017
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 MAY 2, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2017-0085: 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**

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



MINUTES

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

1. CALL TO ORDER

Councilwoman Brown called the meeting to order at 10:07 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE APRIL 4, 2017 MEETING

A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous vote to approve the 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.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2017-0065. 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 Mr. Jones, Resolution No. R2017-0065 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 10:13 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0085

Sponsored by: Councilmember Brown 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 2.01 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 Cuyahoga County 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 May 3, 2017, the Cuyahoga County Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through FF) 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: *Chief Section Facilities Manager*
Class Number: 1063113
Pay Grade: 17
*Revised education/experience requirements; essential job functions to better reflect the current duties; changed name from *Chief Section Architect* to better reflect essential job functions.
- Exhibit B: Class Title: *Clinical Coordinator*
Class Number: 1056331
Pay Grade: 12
*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 C: Class Title: *Data Control Technician*
Class Number: 1011221
Pay Grade: 4
* 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 Contract Negotiator/Evaluator*
Class Number: 1014122
Pay Grade: 8
* 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. Pay grade increased by one level from PG 7 to PG 8.
- Exhibit E: Class Title: *Identification Technician*
Class Number: 1023101
Pay Grade: 4
* 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 F: Class Title: *Investigation Supervisor*
Class Number: 1022123
Pay Grade: 11
* 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 G: Class Title: *Justice System Advocate*
Class Number: 1056531
Pay Grade: 7
* 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 H: Class Title: *Program Officer Administrator*
Class Number: 1052415
Pay Grade: 14
* 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 I: Class Title: *Records Manager Administrator*
Class Number: 1052224
Pay Grade: 11
* 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 J: Class Title: *Senior Administrative Secretary*
Class Number: 1013312
Pay Grade: 7
* 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 K: Class Title: *Senior Examiner*
Class Number: 1055122
Pay Grade: 7
* 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 L: Class Title: *Chief Dog Warden*
Class Number: 1022432
Pay Grade: 9
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, changed name from *Senior Kennel Operations Supervisor* to align with Ohio Revised Code; FLSA status and percentages of time for essential functions; pay grade increased from 8 to 9.
- Exhibit M: Class Title: *Senior Mailroom Supervisor*
Class Number: 1011614
Pay Grade: 7
* 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 N: Class Title: *Senior Records Management Administrator*
Class Number: 1052225
Pay Grade: 12
* Revised essential job functions to better reflect current duties; Department was changed from Central Services and Human Services to Public Works.
- Exhibit O: Class Title: *Senior Records Management Officer*
Class Number: 1052222
Pay Grade: 6
* Revised essential job functions to better reflect current duties; Medical Examiner's Office was eliminated from the Department.
- Exhibit P: Class Title: *Sewer Maintenance Superintendent*
Class Number: 1043123
Pay Grade: 15
* Revised to update the education/experience requirements to be in line with Ohio EPA requirements
- Exhibit Q: Class Title: *Social Program Administrator I*
Class Number: 1056312
Pay Grade: 11
* Revised to update the Department to include Sheriff's Department.

Exhibit R: Class Title: *Social Program Administrator 2*
Class Number: 1056313
Pay Grade: 13
*The request was made to update the Department to include the Sheriff's Department.

Proposed Deleted Classification:

Exhibit S: Class Title: *Senior Financial System Administrator*
Class Number: 1055142
Pay Grade: 15

Exhibit T: Class Title: *Airport Field Supervisor*
Class Number: 1042314
Pay Grade: 10

Exhibit U: Class Title: *Architect I*
Class Number: 1063112
Pay Grade: 9

Exhibit V: Class Title: *Building Inspector*
Class Number: 1021111
Pay Grade: 6

Exhibit W: Class Title: *Fire Safety Inspector*
Class Number: 1022211
Pay Grade: 5

Exhibit X: Class Title: *Groundskeeper*
Class Number: 1042211
Pay Grade: 3

Exhibit Y: Class Title: *Help Desk Technician*
Class Number: 1053151
Pay Grade: 7

Exhibit Z: Class Title: *Licensed Practical Nurse*
Class Number: 1032111
Pay Grade: 5

Exhibit AA: Class Title: *Purchasing Administrator*
Class Number: 1053514
Pay Grade: 5

Exhibit BB: Class Title: *Sanitary Engineer*
Class Number: 1063421
Pay Grade: 18

Exhibit CC: Class Title: *Senior Employment Service Specialist*
Class Number: 1014612
Pay Grade: 4

Exhibit DD: Class Title: *Social Service Worker 4*
Class Number: 1056251
Pay Grade: 8

Proposed New Classifications:

Exhibit EE: Class Title: *Manager, Witness/Victim Services*
Class Number: 1056533
Pay Grade: 15

Exhibit FF: Class Title: *Manager, Mediation*
Class Number: 1062553
Pay Grade: 16

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: May 9, 2017
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Section Facilities Manager	Class Number:	1063113
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities section in the Public Works Department. Responsibilities include directing the application of sound architectural and engineering principles in the preparation of plans, reports, and the improvement of buildings and other County facilities by coordinating the internal and external design, construction, and manufacturing efforts associated with the proposed improvement that addresses the end user's needs.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to architecture, engineering, and facilities design. The employee is expected meet, consult and collaborate with Public Works Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and architectural requirements; in conjunction with the Department Administrators, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises the Director of Public Works on policy and project status.
- 25% +/- 10%
- Supervises the assigned section; 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.
- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.
- 10% +/- 5%
- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Chief Section Facilities Manager

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree in architecture, engineering or a related field with eight (8) years previous experience, including one year of supervisory experience.

Additional Requirements

License as a professional architect or professional engineer with 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.

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 college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, project work schedules, timesheets, leave requests, various functional reports, legislative agreements, data and invoices.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental and County personnel policy manual, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Chief Section Facilities Manager

- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architectural, legal, construction and accounting terminology and language.
- Ability to communicate with staff, chiefs of other sections, consultants, vendors, departmental employees, 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:	Clinical Coordinator	Class Number:	1056331
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage all aspects of the administration of the Multisystemic Therapy (MST) program and supervise Multisystemic Therapists in the provision of clinical social services and ensure adherence to the MST principles and the MST analytic process.

Distinguishing Characteristics

This is a management level classification with responsibility for managing all aspects of the administration of the MST program and supervising Multisystemic Therapists in the provision of clinical social services. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. 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.

- 80% +/- 10%
- Supervises MST Therapists and other staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; conducts individual and group supervision with staff members; reviews all client cases weekly and provides feedback to MST Therapists; attends sessions and court with staff for observation and support; reviews taped sessions for each MST Therapist; reviews MST Therapists' client records for accuracy and completeness; provides training and instruction; evaluates employee performance; assists staff in creating and implementing development plans and monitors goal achievement; reviews correspondence sent out by staff; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Manages administration of the Multisystemic Therapy program; analyzes, assesses and reports program and therapist outcome data; consults with DCFS staff to assist with connecting youth and families to the appropriate services; reviews and assigns referrals; communicates with clients and social workers to determine appropriateness of program criteria for families; coordinates referrals and completes reports; maintains client information and data in the MST website; tracks referrals and client outcomes; develops and maintains working relationships with community stakeholders; promotes the MST program; fills in for staff as needed; remains on call 24/7 to assist staff as necessary; completes a supervisor development plan and works toward goal achievement.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, time sheets, requests for leave and overtime; generates and reviews mileage reports; approves purchase requests; prepares employee on-call schedule.

Proposed DATE

Clinical Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, counseling or related field with six (6) years of social work or counseling experience; or any equivalent combination of training and experience.
- Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio. License must be maintained throughout the life of employment.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including program data, TAM surveys, Protective Factors surveys, clinician development plans, client records, correspondence, memos, attendance records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Multisystemic Therapy Program Guidelines, social work reference books, and Personnel Policies and Procedures Manual.

~~Proposed DATE~~

Clinical Coordinator

- Ability to prepare weekly case summaries, monthly program reports, referrals, billing reports, expense reports, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate effectively with supervisor, co-workers, social workers; clients, families, community providers and partners, Court staff, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.
- Work may involve exposure to temperature or weather extremes, wetness, humidity, smoke, dust, animals, disease, bodily fluids, violence 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.

PROPOSED DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	1011221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations

Essential Job Functions

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

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in-state and county computer systems; prints new overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

Data Control Technician

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 crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, 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 maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County personnel and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	1014631
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

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%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursements of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.
- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.
- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Proposed DATE

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or 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 and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

PROBATION

Employment Contract Negotiator/Evaluator

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.

PROGRAM DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Identification Technician	Class Number:	1023101
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; back-up system; collects fees for lost, stolen, damaged ID badges.
- 20% +/- 10%
- Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.
- 10% +/- 5%
- Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquiries; responds to staff requests; deactivate and destroy all County ID badges.
- 10% +/- 5%
- Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.
- 20% +/- 10%
- Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

~~CONFIDENTIAL~~

Identification Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of clerical experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 30 pounds

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 and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with managers, supervisors, elected officials, and 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:	Investigation Supervisor	Class Number:	1022123
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 45% +/- 10%

• Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; acts as department liaison with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures compliance with State and Federal regulations.
- 40% +/- 10%

• Supervises Investigators and Investigative Assistants; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 15% +/- 10%

• Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares reports for use in the evaluation and prosecution of fraud cases; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends quarterly state fraud control meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice or a related field, and three (3) years of public assistance eligibility determination or investigations experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Proposed Date

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to persuade 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 accounting, human resources, and related legal terminology and language.

Proposed DATE

Investigation Supervisor

- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.

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:	Justice System Advocate	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	7
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing advocacy services for crime victims. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%
- Provides comprehensive advocacy services for crime victims for felonies, and misdemeanors including major trials and domestic violence cases; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim questions.
- 30% +/- 10%
- Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 30% +/- 10%
- Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to individuals and community organizations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with one (1) year of criminal justice system or social work experience which may include related internship experience; or any equivalent combination of training and experience.

PROPOSED DATE

Justice System Advocate

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 comprehend a variety of informational documents including referral forms, police reports, court files and records, indictments, letters to/from victims, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, victims' of crimes rights, victim focused assistance, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, Temporary Protection Order Paperwork, case files, case management sheet, Civil Protection Order Petition, appointment letters, safety plan, case service notes, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve limited field work in the victim's home or hospital setting.
- Work may involve exposure to violence.

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:	Program Officer Administrator	Class Number:	1052415
FLSA:	Exempt	Pay Grade:	14
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage focused studies, or projects in the County Work First Services Unit in the Department of Job and Family Services. Studies and projects results in the development and implementation of new/improved County services and/or programs.

Distinguishing Characteristics

This is a senior management level classification with responsibility for performing and overseeing the activities of the County Work First Services unit in Job and Family Services. This class works under direction from the Manager of Work First Services and is responsible for develop, implement, and evaluate new and existing programs.

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 different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; makes presentations to report findings and makes recommendations for new operations, systems, process, performance improvement, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans; monitor quality compliance; develops request for proposal; reviews proposals and make funding recommendations for new programing.
- 20% +/- 10%
- Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; conducts program needs analysis; compiles results of research data and recommends opportunities to improve resource utilization and productivity; researches and conducts surveys to determine best practices; makes recommendations for modifications for improvement; conducts program analysis to ensure compliance with State and Federal Procurement Regulations; determines program effectiveness in attaining goals; coordinates collection of data.
- 20% +/- 10%
- Supervises staff (must include a Program Officer 4); plans and schedules work; provides job training and instruction; maintains standards; reviews and approves employee leave request; evaluates employee performance; acts upon disciplinary actions.
- 5% +/- 2%
- Manages special studies or projects; provides internal consulting and analytical support for special projects; researches using literature, employment data and gap analysis to determine the best practices; recommends funding for special projects.

Proposed DATE

Program Officer Administrator

5% +/- 2%

- Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

20% +/- 10%

- Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; write contracts; process invoices; approve payments and report monthly utilization; prepare correspondence and performance reports; develop and disseminate marketing and outreach materials; provide internal and external training on programs and services.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint.

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, apply the principles of routine statistics, apply algebraic formulas and interpret advanced statistics.

Proposed DATE

Program Officer Administrator

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 reports (i.e. - performance reports, weekly program utilization reports, incident reports, statistical reports), billing invoices, case file review results, policies and procedures, business intelligence information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, Policies and Procedures Manual, Deficit Reduction Act, Civil Rights Act, National Voter Registration Act, Workforce Innovation and Opportunity Act, County Procurement Guidelines, OMB Circulars, State Guidance Letters, Public Administration Manual (PAM), and software manuals.
- Ability to prepare statistical reports, reports (i.e. - performance reports, utilization reports, year-end reports), charts, requests for proposals, project plans, presentations, implementation work plans, correspondence, Ad Hoc Reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret marketing, legal, and basic accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, agency staff, community groups, clients, contract providers, ODJFS staff, and other governments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Records Management Administrator	Class Number:	1052224
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to manage, develop, plan, organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency records; both in the electronic or physical environment.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing and managing the collection, storage and retrieval of County historical and current records. 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.

- 55% +/- 10%.

• Manages the system of data collection and storage of confidential client records or Agency records; both in the electronic or physical environment; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use; process confidential and field questions.
- 35% +/- 10%

• Supervises records management supervisors, clerical supervisors, records management officers, or similar positions to assist with record, retention, and retrieval; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; reviews and approves employee leave requests; responds to employee problems and issues; recommends selection and promotion; recommends discipline and discharge.

Proposed DATE

Records Management Administrator

10% +/- 5%

- Performs related administrative duties; prepares special reports; compiles daily production reports; orders supplies and equipment; prepares department statistics; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assist and process record requests or journal entry requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in records management, management information systems, or business administration or any related field with two (2) years of records management 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

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and various department related software/systems.

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 routine statistics to calculate trends.

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 daily and weekly reports, time sheets, performance evaluations, record requests, and various reports and records.

Proposed DATE

Records Management Administrator

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manuals, union contracts, Ohio Revised Code, Ohio Sunshine Laws Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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:	Senior Administrative Secretary	Class Number:	1013312
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	All Departments		

Classification Function

The purpose of this classification is to relieve a department director and/or deputy director of routine and non-routine administrative functions and serve as a liaison with elected/appointed officials, various departments, general public, and County staff.

Distinguishing Characteristics

This is a journey level classification performing under direction of the Department Director and/or Deputy Director. This class is responsible for performing timely and accurate administrative functions. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 30% +/- 10%
- Relieves a department director and or Deputy Director of non-routine administrative functions; functions as the department designee on various committees by attending meetings and assisting in the committee's functions; plans and arranges conferences and special events by locating site or facility, planning meals and lodging and producing conference materials; collects and reviews signatures for documents; transmits decisions and directives made by the department director to staff members, other County departments, and the general public; maintains personnel and budgetary records; assists in budget preparation and administration; serves as a liaison for director with various departments, County elected/appointed officials, general public, and County staff; coordinates travel arrangements; provides assistance to other agencies and follow-up.
- 30% +/- 10%
- Performs clerical tasks; greets visitors; directs visitors and callers to appropriate office or personnel; directs calls, takes message and/or responds to routine telephone inquiries; opens, screens, sort, and distributes mail; copies, collates and distributes documents; maintains office supply inventory; prepares agendas, takes minutes, and transcribes dictation.
- 20% +/- 10%
- Performs related administrative duties; maintains calendar to arrange appointments, meetings and conferences; deals with problems or details in place of supervisor; prepares and enters documents into electronic agenda management systems; composes responses to correspondence and requests for information; signs correspondence in supervisor's name as directed; gathers information and statistics and prepares reports; coordinates meetings and appointments for the director and prepares materials; attends meetings, prepares and distributes meeting materials & prepares meeting agendas and minutes; provides media outlets, outside agencies, and general public with department related information; answers public inquires by phone and email.

Proposed DATE

Senior Administrative Secretary

15% +/- 10%

- Produces final draft and/or final copy of documents; compose, proof, and edit annual letters, memos, correspondence, emails, PowerPoint, vouchers, requisitions, specifications, contract agreements and documents; monitors, tracks and edits various documents, reports and contracts; submits letters for proofreading and signature by director; design and construct newsletter; prepare and edit monthly and annual report; design executive level presentations; design promotional material for department; prepares reports and spreadsheets regarding the various business functions of the office; administers and co-ordinates changes to department website.

5% +/- 2%

- Maintains confidential filing system of the department records both electronic and manual; creates filing system; files documents in correct order; maintains privacy; coordinates appeal database & docket; assigns appeals, coordinates hearings amongst all parties and maintains electronic records (physical & audio) of hearings and evidence submitted; provides customer service to parties in appeals and provides information on appeal procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five (5) years of secretarial/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

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Access, Microsoft Publisher, and Adobe Acrobat.

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.

Proposed DATE

Senior Administrative Secretary

- Ability to comprehend a variety of informational documents including billing invoices, staff expense report forms, budget reports, contracts, draft documents, employee performance reviews, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer applications manuals and office equipment manuals.
- Ability to prepare reimbursement vouchers, meeting minutes, letters, memos, reports (e.g.- monthly and annual department reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with directors, County Council and their staff members, managerial and supervisory staff, other County employees, vendors, new media, other government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Examiner	Class Number:	1055122
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to assist home daycare providers pass their licensing inspection and to ensure that all daycare activities and billings are in compliance with applicable laws, rules and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting home daycare providers pass their licensing inspection and ensuring that all daycare activities and billings are in compliance with applicable laws, rules and procedures. The incumbent ensures that work activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires considerable public contact and is responsible for ensuring that clients are provided with appropriate and timely 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%
- Examines and verifies that all day care reimbursements are in compliance with applicable laws, rules and procedures; prepares payment adjustments and related reports and documentation; determines if provider has over or under payment; collects paperwork needed to complete adjustment; prepares and submits adjustments to Ohio Department of Job and Family Services (ODJFS) on behalf of providers; completes adjustment spreadsheet; prepares monthly activity report for all adjustments; prepares adjustment correspondence letters; tracks child care payment screens for calculations of overpayments; assists investigators.
- 20% +/- 10%
- Provides information and handles provider problems; presents Question & Answer sessions for providers; gives assistance to applicants during Type B orientations; handles manual process to record attendance claims in absence of swipe card; addresses provider complaints and issues; makes referrals and offers technical assistance to investigations; uses databases and electronic payment processing system to track payment history and provider information.
- 10% +/- 5%
- Examines and verifies that all day care activities are in compliance with applicable laws, rules and procedures; evaluates and inspects Public Child Care Operations/Type B Providers; consults with prospective providers on regulations, standards and provider technical assistance; travels to child care sites; conducts review of provider evacuation plan, hours of operation, daily activity schedules, weekly menus, medical plans, dental plans, and general emergency plans; inspects provider playgrounds and equipment; identifies and monitors issues of non-compliance; gives examples of best practices.

Proposed DATE

Senior Examiner

10% +/- 5%

- Reviews and processes applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes; interviews applicants to determine readiness for licensure; conducts in-home interviews to assure licensing compliance; provides assistance and information to providers regarding licensing requirements.

10% +/- 5%

- Performs related administrative duties; prepares various reports, records and other documents; prepares Child Care Licensing Information Forms (CCLIF) for interviews and visits; responds to emails and phone calls; attends various trainings and meetings; prepares weekly calendars and monthly mileage reports; attends childcare training sessions and workshops.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Public Administration, Sociology, Accounting or related field with two (2) years of professional childcare or public administration experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for a prolonged period of time; ability to bend and twist.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including referrals, evacuation plans, homeowner's insurance, auto insurance, pet licenses, pet shot records, weekly menus, daily activity schedules, medical, dental and general emergency plans, payment processing records, client records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, ODJFS Field Guide; Type B Child Care Rules, and Personnel Policies and Procedures Manual.
- Ability to prepare Child Care Licensing Information Forms (CCLIF), monthly adjustment reports, licensing support interview checklist, travel logs, childcare home assessments,

Proposed Page

Senior Examiner

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, record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate effectively with co-workers, daycare provider applicants, daycare providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in a daycare setting.
- Work may involve exposure to temperature and weather extremes, strong odors, smoke, dust, wetness, humidity, animals 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:	Chief Dog Warden	Class Number:	1022432
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Works		

Classification Function

The purpose of this classification is to enforce and supervise the enforcement of State of Ohio laws regulating ownership and control of animals within the County; to supervise staff at the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; and to function as the "Chief County Dog Warden" per O.R.C. 955.12.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Presides as Chief County Dog Warden for Cuyahoga County; enforces and supervises the enforcement of State of Ohio laws regulating ownership and control of animals within the County; supervises patrol of County in animal control; patrols for high profile or more dangerous cases; seizes and impounds stray animals; maintains operational compliance with the Ohio Revised Code; enforces statutes governing dog licensing; supervises the impounding of stray animals; enforces legal hold periods; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census; enforces dangerous dog regulations; coordinates with local animal control officers to ensure compliance with the law; conducts and supervises culling of tags; warns owners found in violation and issues citations; investigate complaints from general public – animal bites, animals destroying private property, animals disturbing peace and suspected inhumane treatment of animals; provides testimony in court to assist in prosecuting violations of animal control laws; determines nuisance, dangerous, vicious designations of dogs based upon all case facts.
- 20% +/- 10%
- Supervises staff at the County Animal Shelter to ensure that public is served, law is enforced, and animals are handled humanely; evaluates employee performance; assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; approves employee leave requests and monitors use of leave time; recommends and implements disciplinary procedures; coaches and manages behavior and ensures all staff conduct is appropriate; recommends selection of new employees and promotion of current employees.
- 15% +/- 10%
- Performs public relations and community awareness functions; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the Animal Shelter; prepares literature and articles for publication to promote the Animal Shelter; approves literature, articles and public service announcements prepared by staff; develops educational programs; distributes and makes available literature pertaining to animal control statutes;

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Animal Shelter Operations Supervisor

prepares responses to customer and public inquiries and complaints regarding the Animal Shelter operations, humane education, statistics, adoptions and health concerns regarding adopted animals; oversees the flow of animals in and out of the building through transfer, foster or adoption.

15% +/- 10%

- Oversees the Animal Shelter operations and the enforcement of animal control regulations; oversees treatment of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing for animal population; determines adoptability of impounded animals; schedules animals for euthanasia; performs euthanasia; oversees shelter cage sterilization and cleaning.

10% +/- 5%

- Performs administrative functions; reviews completed documents and receipts; balances receipts and collected funds to ensure accuracy and legal compliance; supervises preparation and maintenance of placement records; maintains records of license sales; maintains records of claims and complaints as prescribed by law; prepares operational reports.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science or animal control or law enforcement with five (5) years of animal handling, animal supervision, and animal welfare experience which includes one year of personnel supervision; 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 Ohio Euthanasia Technician Certification within 6 months of hiring

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching lifting up to 50 pounds with or without assistance, pulling, and bending.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to Ketch-pole, animal leashes and snares and grooming 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.

Animal Shelter Operations Supervisor

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, animal surgery and medical records, employee leave forms, animal impound inventory and records, donation receipts, spay/neuter deposits, adoption questionnaires, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Animal Shelter Operations Manual, union contract, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, Animal Shelter statistics, educational materials, publicity materials, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary, animal control, law enforcement terminology and language.
- Ability to communicate with manager, veterinarians; employees; emergency clinic staff, media contacts, sales representatives, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed in an animal shelter and in the field
- Work may involve exposure to angry or rabid animals, dust, strong odors, noise extremes, bright/dim lights, wetness, humidity, diseases, and bodily fluids.
- Work may be performed outdoors in varying weather conditions and potential exposure to violence.

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 Mailroom Supervisor	Class Number:	1011614
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to direct the overall operations of multiple mailroom facilities and to supervise lower level mailroom supervisors and other staff in the distribution of County mail to the various departments.

Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising lower level mailroom supervisors and other assigned staff in the daily operations of multiple mailroom facilities and overseeing distribution of County mail. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Mailroom Supervisor class and has broader managerial responsibilities.

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%
- Supervises Mailroom Supervisors in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; 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.
- 30% +/- 10%
- Coordinates mailroom operations; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; reviews contracts with outside vendors; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom.
- 15% +/- 10%
- Delivers and picks up mail from various departments; fills in for staff when there are absences.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; prepares, reviews and monitors mailroom budget reports; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules.

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Senior Mailroom Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of mail processing experience, including one (1) year as a supervisor; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, copier and postage meter.
- Ability to sit, stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., ability to bend and twist.

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.

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 telephone messages, delivery schedules, time sheets, mobile control reports, mailing invoices, mail drop reports, yearly budget reports, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.

Senior Mailroom Supervisor

- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince & influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisors, vendors, other County staff and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to weather extremes, wetness, humidity, machinery and traffic hazards.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Administrator	Class Number:	1052225
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the collection, storage and retrieval of County Archive records as well as oversee the Cuyahoga County Archives Reference Services, Appraisal, Preservation and supervision of records management staff.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of the County Archives within the Department of Public Works. This class is responsible for overseeing the Cuyahoga County Archives including Reference Services, Appraisal, and Preservation.

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%
- Manages the collection, storage and retrieval of Cuyahoga County Archives records (manages system of data collection and storage; control distribution of records; recommends records retention, maintenance; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC); based upon administrative, legal and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society; provides advice and consultation on records, Electronic Records Management systems to County department administrators on their needs; local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; researches and/or develops desk top based records management systems, microfilming, scanning, bar coding, terminal digit filing and other information management systems, for their application and use; prepares bid specifications for purchase of records management equipment and system software; represents the department at pre-bid meetings for the purchase of records management supplies and software; coordinates implementation of records management system; designs forms for internal use). Oversees Cuyahoga County Archives including Reference Services, Appraisal, and Preservation; assists in the reference area and completes requests as needed; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for other County offices and agencies in determining those records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures.
- 25% +/- 10%
- Supervises Records Management staff; directs the daily operations of the archives; evaluates requests and assign to staff or volunteers; review research projects complete by staff, volunteers, interns, etc.; assigns staff and volunteers to assist in the reference area.

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Senior Records Management Administrator

25% +/- 10%

- Performs administrative duties; prepares special reports; provides training/presentations to managers; recommends approval of vendor invoices; present at outreach events; approve staff payroll and task codes; completes staff evaluation; prepares for semi-annual records commission meetings and prepares minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in history, library science, or related field with six (6) year of archival experience including part time, internship, or volunteer work; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

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 time sheets, performance evaluations, billing invoices, research requests, task code reports, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including Policies and Procedures Manual, Ohio History Connection, Ohio Revised Code, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.

DATE

Senior Records Management Administrator

- Ability to prepare production reports, spread sheets, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, staff evaluations, progress reports, budget requests, work orders, 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 employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives.

Distinguishing Characteristics

This is a journey-level classification that works under the general supervision of the Senior Records Management Administrator and is responsible for providing research and reference services for the County Archives. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 70% +/- 10%
- Provides research and reference services for County Archives; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.
- 20% +/- 10%
- Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in records management, library technology or related field with two (2) years of records management or archival experience; or any equivalent combination of training and experience.

Proposed DATE

Senior Records Management Officer

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, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of volunteers.
- Ability to provide instruction and training to volunteers.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including record request forms, records of loans, archival records, various County records and documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Retention Schedule and Personnel Policies and Procedures Manual.
- Ability to prepare records research reports, record request forms, 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.
- Ability to use and interpret indexing and historical archival terminology and language.
- Ability to communicate effectively with supervisors, co-workers, external agencies and institutions, County and State government agencies, other County employees and the general public.

Senior Records Management Officer

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

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

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

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

Sewer Maintenance Superintendent

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Must obtain Ohio Class II Wastewater Collections License within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to understand and apply high school algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, EPA standards, municipal maps, Uniform Standards for Sewage Improvements, reference manuals, union contracts, specifications, standards, guidelines, and codes.

Sewer Maintenance Superintendent

- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Program Administrator 1	Class Number:	1056312
		Pay Grade:	11

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage a social service program with a budget of \$ 1 million or less and to supervise lower level social service employees.

Essential Job Functions

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

- Manages a social service program with a budget of \$ 1 million or less (e.g.- monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program).
- Supervises lower level social service employees (e.g. - assigns work and reviews completed work assignments; plans and develops staff training; evaluates employee performance; conducts employee performance appraisals; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with three years of related social work 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, copier, adding machine, etc.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including itinerary reports, medical invoices, various forms and documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including manager's handbook, personnel policy manuals, at risk manual, health care manuals, and federal and state regulations.
- Ability to prepare at risk reports, performance appraisals, random moment studies, time sheets, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with clients, supervisor, personnel officers, support service staff, other County employees, consultants, care providers, local and state officials, accountants, 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:	Social Program Administrator 2	Class Number:	1056313
		Pay Grade:	13

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage one or more social service programs and to supervise subordinate supervisors. This classification is distinguished from the Social Program Administrator 1 classification by the size of the program and generally the supervised classifications (i.e., Social Service Supervisor). Additionally, this classification generally reports to a higher-level program administrator.

Essential Job Functions

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

- Manages the functions of one or more social service programs (e.g. - develops and implements policies and procedures; monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; may communicate with and advise program clients; attends meetings; prepares and delivers speeches regarding social program).
- Supervises subordinate supervisors (e.g. - oversees work of supervisors; plans and develops staff training; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or related field and four years of social work 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, TP terminal, calculator, telephones, etc.

Supervisory Responsibilities

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

- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees and act on employee problems.
- Ability to recommend the transfer or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, use descriptive statistics, statistical inference, and statistical theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, Foster Parent documents, management reports, incident reports, certification records, delinquent lists, contracts, billing lists, allocation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Jobs and Family Services Manual, operations manual, personnel policy manuals, Foster Care manuals, union contracts, etc.
- Ability to prepare per diem manual, annual report, employee evaluations, ODJFS statistical reports, Homeless Report, annual work plan, program updates, corrective action plans, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, legal, counseling, accounting, and personnel terminology and language.
- Ability to communicate effectively with clients, supervisor, support service staff, program clients, other County employees, consultants, care providers, local and state officials, accountants, 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:	Senior Financial System Administrator-Financial Analyst	Class Number:	1055142
		Pay Grade:	15

Departments:	Office of Budget and Management, only
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Classification Function

The purpose of this classification is to plan and manage the activities and operations of the budget/forecast system operations and supervise the Assistant Financial System Administrator – Financial Analyst.

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 and manages the activities and operations of the budget/forecast information system operations (e.g. develops and implements plan that meets short and long-term information needs of the department; develops, evaluates and maintains standards for system design and application development; modifies or develop systems to accommodate changes in financial policies or budget techniques; evaluates effectiveness of information system and processing functions; serves as liaison to other County departments; may serve as lead member on special project team).
- Supervises lower-level assistant financial system administrator-financial analyst (e.g. assigns and reviews completed work assignments; provides job instruction and training, reviews performance; recommends and implements disciplinary procedures when appropriate; reviews applicants for analyst staff positions and recommends selection of candidates).
- Provides computer software technical support and assistance to end-users in County departments. (e.g. oversees installation and maintenance of software and associated hardware systems; monitors problems with software programs or supporting hardware and makes or initiates corrections; prepares procedural manuals; maintains system documentation; prepares and designs queries and reports utilizing report writer tools and database query languages (e.g. SQL); prepares graphs, etc. to present financial, statistical and descriptive program/service level activity; conducts software training sessions for OBM staff and Agency fiscal officers).
- Develops and coordinates of new project development and system changes (e.g. designs enhancements to current automated systems; determines requirements for development of system modifications to existing systems; designs action plans for system development).
- Performs budget preparation and maintenance duties (e.g. participates in the preparation of the tax and operating budget; develops, prepares and monitors revenue estimates for General Fund, Health & Human Service Levies and Debt Service; participate in developing and preparing monthly and quarterly forecast reports and County Annual Budget documents).
- Assists in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, banks, Director, Administrators, and Commissioners; prepares requests for proposals; assist in hiring consultants; assist in coordination and managing proposed debt; assist in maintaining the County's note and bond ratings by preparing information of County operations for the rating agencies.
- Oversees cost allocation duties. (e.g. prepares billing rates for Jail; develops the indirect cost plan; prepares invoices and pursues collections; assist in the identification and development of revenue enhancement alternatives)
- Performs capital budget management duties. (e.g. participates in capital planning and budget process; monitors revenue and expenditures in capital improvement funds; evaluates proposals for new or expanded projects; develops funding recommendation and rationale).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or information management or related field with five years of experience in financial information system support; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, printer, adding machine, copy machine, fax machine, 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 apply the basic principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including informational documents, forecast reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including budget system manual, personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare budget/forecast reports, revenue reports, descriptive statistical reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret budget system and accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, 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:	Airport Field Supervisor	Class Number:	1042314
		Pay Grade:	10

Departments:	Development, only
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Classification Function

The purpose of this classification is to supervise lower level airport operations personnel and oversee field operations of the County Airport including aircraft fire fighting and rescue service, airport safety inspections and building and grounds maintenance.

Essential Job Functions

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

- Supervises lower level airport operations personnel (e.g.- plans, assigns and reviews work; prepares work assignment sheets; provides job training and instruction; evaluates employee performance; responds to employee problems; recommends interviews and recommends selection of new employees; recommends and implements disciplinary procedures).
- Coordinates aircraft fire fighting and rescue (e.g.- leads aircraft accident and incident rescue team; assists in containing and extinguishing fires; operates aircraft crash truck to respond to emergency situations; performs required FAA training for airport operations personnel).
- Oversees airport maintenance operations (e.g.- schedules preventative maintenance of airport vehicle fleet and fire and rescue equipment; oversees maintenance of airport building and grounds; coordinates snow and ice removal; monitors current runway conditions; measures runway friction and maintains record).
- Coordinates maintenance materials and equipment purchases (e.g.- maintains purchasing records for maintenance materials and equipment; prepares specifications for replacement equipment; communicates with contractors or vendors).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes airport operations staff to ensure that proper safety precautions are followed).

Minimum Training and Experience Required to Perform Essential Job Functions

Completion of technical school program in building trades with three years of airport operations experience including one year of experience in a lead worker capacity; or any equivalent combination of training and experience.

Additional Requirements

Requires an Ohio Class B Commercial Driver's License with air brakes designation and Hazardous Materials First Responder Certificate.

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

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized vehicles and equipment including a tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, refractometer and fire fighting equipment.

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 basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including operations checklist, crashtruck checklist, assignment sheets, irregularity reports, invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, vehicle parts and technical manuals, aircraft certification manuals, aircraft rescue and fire fighting manuals and fire service training manual.
- Ability to prepare payroll documents, attendance records, airport self-inspection, irregularity reports, vehicle maintenance records, work assignment sheets, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, electrical and mechanical terminology and language.
- Ability to communicate with the supervisors, airport operations staff, vendors, contractors, customers, tenants and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

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:	Architect I	Class Number:	1063112
		Pay Grade:	9

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to prepare architectural drawings and sketches for projects to comply with Ohio Building Codes.

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 architectural drawings and sketches for projects to comply with Ohio Building Codes (e.g.- prepares architectural drawings and technical specifications; produces design program and schematic design; coordinates design development; prepares construction documents and related reports).
- Functions as lead worker over lower level architect associates (e.g.- coordinates section activities; assigns work; reviews completed work and work in process; provides instruction; acts on employee problems).
- Consults with project personnel during project development and implementation phases (e.g.- reviews contractor proposals; interacts with vendors to ensure delivery of necessary building products; interacts with contractors to coordinate work; inspects project work completed and in process).

Minimum Training and Experience Required to Perform Essential Job Functions

Certificate to practice architecture in the State of Ohio, as issued by the State Board of Examiners of Architects. One year of experience as a graduate architect.

Additional Requirements

Annual renewal of certificate required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including copier, print machine, Kroy/Duratype 240 and telephone.
- Ability to utilize drafting equipment including parallel bar, triangles, templates and compass.
- Ability to perform on-site inspections.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to 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 architectural drawings, technical specifications, shop drawings, invoices, product samples and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Manufacturer's technical Specifications, Ohio Basic Building Code, personnel policy manuals and County policies and procedures.
- Ability to prepare architectural drawings, technical specifications, letters, 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 others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, engineering, mechanical and electrical terminology and language.
- Ability to communicate with County Departments, supervisor, employees, building trades employees, vendors, contractors and general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Inspector	Class Number:	1021111
		Pay Grade:	6

Department:	Central Services, Development
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Classification Function

The purpose of this classification is to inspect new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications and standards.

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.

- Inspects new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications, and standards (e.g.- inspects buildings during and after construction to insure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards; observes conditions and issues notices for corrections to persons responsible for compliance).
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.
- Maintains inspection records and prepares reports for use by administrative or judicial authorities.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp meter, blower door, combustion analyzer, combustible gas detector, infra red camera and monoxor.
- Requires the ability to operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blue prints.
- Ability to comprehend a variety of reference books and manuals including municipal zoning laws and building codes.
- Ability to prepare specifications, change orders, purchase lists, inspector reports, bid packages 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 building construction terminology and language.
- Ability to communicate with contractors, clients, immediate supervisor, other County employees, government agency representatives and field representatives.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fire Safety Inspector	Class Number:	1022211
		Pay Grade:	5

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to conduct fire safety inspections of County buildings and structures.

Essential Job Functions

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

- Performs fire safety inspections of County buildings and structures (e.g. - ensures compliance with existing fire codes and requirements established by State Marshall's office; issues citations when violations are found; conducts re-inspections to determine if corrections have been made).
- Prepares and maintains inspection reports, weekly itinerary reports, phone call logs, vehicle and expense reports;
- Conducts educational outreach and maintains liaison with outside fire service agencies (e.g.- counsels and advises County and Municipal Boards and other officers and other groups on rural, County and/or Municipal fire protections; assists in conducting fire safety training classes when assigned; responds to emergency situations; assists fire and arson investigators who are investigating fires of suspicious origins; attends conferences, seminars, fire service meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in fire safety inspection and three years of fire-fighting or related experience; or any equivalent combination of training and experience.

Additional Requirements

Fire Safety Inspector certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to perform on-site inspections.

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 fire inspection reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Fire Codes.

- Ability to prepare fire inspection reports, phone logs, expense 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 fire code terminology and language.
- Ability to communicate effectively with supervisors, custodial staff, and the general public.

Environmental Adaptability

- Work is typically performed at on-site locations 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:	Groundskeeper	Class Number:	1042211
		Pay Grade:	3

Departments:	Central Services, Development, only
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Classification Function

The purpose of this classification is to perform groundskeeping, custodial and routine maintenance tasks on County property and grounds.

Essential Job Functions

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

- Performs grounds maintenance duties (e.g.-operates equipment including snow blowers and lawn mowers to perform snow and ice removal of County areas and to mow grass in surrounding property; trims bushes and maintains flower beds).
- Performs routine maintenance duties (e.g. - maintains parking lots including asphalt patching, painting, etc.; starts heating, ventilation and air conditioning equipment; moves boxes and furniture, when necessary).
- Performs custodial duties (e.g.- cleans rooms, halls, etc.; organize and clean tools; sweeps and mops floors; cleans windows; replaces light bulbs).
- Maintains maintenance and custodial supplies and equipment (e.g.- maintains cleanliness of supply closets; informs supervisor when supplies are needed; stocks supplies; fuels equipment; applies grease; completes routine repairs).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with five months of grounds maintenance 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 tools, equipment, and machines including tractors, mower, edger, blower, scissors, electric trimmers, parking lot stripping machine, drills pliers, hammers, and other hand tools, etc.
- Ability to safely use a variety of chemicals such as weed killers, insecticides, paints, deodorizers, soaps, cleaning solutions, etc.
- Ability to lift and move furniture, chemical cans, parking lot gates, etc.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of reference books and manuals including equipment handbooks, instructions, etc.
- Ability to explain procedures and to follow instructions.
- Ability to communicate effectively with supervisor, county employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Help Desk Technician	Class Number:	1053151
		Pay Grade:	7

Departments: Human Services, Justice Affairs only

Classification Function

The purpose of this classification is to provide help desk technical support to CRIS- E / and or CRIS users.

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 help desk technical support to CRIS- E and/or CRIS users (e.g.- assists users entering, accessing and modifying information in the CRIS-E and/or CRIS system; researches and develops solutions to problems; determines and differentiates between user, software, hardware security, telecommunications or network problems; assists CRIS-E and/or CRIS users understand procedural changes; develops procedures for completing tasks in CRIS-E based on regulations; assists and trains users with system passwords; interprets public assistance rules, regulations, policies, policies and procedures; verifies recipients Medicaid eligibility in Ohio Medicaid Management Information System; assists medical providers, governmental entities and other users with unresolved problems; monitors and maintains problem log tracking).
- Provides formal and informal training to agency staff and/or users (e.g.- provides CRIS-E, CRIS and/or related training to administrators, supervisors, users and other staff; develops training materials for other training staff; disseminates information; develops effective working relationships).
- Provides computer software technical support and assistance to end-users (e.g. -- troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; provides operating instructions on various software applications; writes macro programs within software to automate data calculations or maintain database reports; prepares procedural manuals, reports, graphs, charts, etc. to present programs and other information).
- Communicates and maintains effective working relationships with a variety of individuals within and outside the department (e.g.- serves as liaison with other agencies including Ombudsman, medical providers, governmental entities, and medical service companies; communicates with help desk employees in other County departments).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or information technology with two years of computer information systems experience; or any equivalent combination of training and experience.

Additional Requirement

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 personal computer, computer terminal, visual communication equipment, printer, and telephone.
- Ability to lift, carry and move machinery, user paper and other supplies.

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 computer reports and records, CRIS-E and/or CRIS help desk report, QMB/SLMB direct reimbursement forms, prints.
- Ability to comprehend a variety of reference books and manuals including the public assistance manual, food stamps manual, CRIS-E and/or CRIS manual and computer systems manuals.
- Ability to prepare computer generated reports including medical assistance healthcare coverage dates, buy-in eligibility, hard copy case record, CRIS-E help desk problem page, problem logs, CRIS-E screen prints and other job related documents, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures and to instruct.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with supervisors, other County employees, Ohio Department of Jobs and Family Services, governmental entities, medical providers 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:	Licensed Practical Nurse	Class Number:	1032111
		Pay Grade:	5

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide nursing care to residents of a particular floor, unit or 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.

- Provides nursing services to residents (e.g.- makes rounds of facility and assess illness or injuries; contacts doctors; schedules sick calls if necessary; passes medications as ordered by doctors; performs various treatments as ordered by doctor; notifies doctors of changes in condition and takes new medical orders if necessary; makes rounds of residents with doctors; maintains emergency kits and medicine cabinets in resident locations; utilizes medical equipment to perform job functions).
- Prepares reports and records of nursing activities (e.g.- updates resident charts; maintains medication and treatment records, menstrual list, restriction list and food allergy list; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as practical nurse by the Ohio Board of Nursing.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize medical equipment including sphygmomanometer, stethoscope, flashlight, audioscope and other diagnostic and surgical instruments and equipment.
- Ability to push and pull in the movement or treatment of residents; ability to lift and carry medical equipment and supplies.

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 medical charts, patient records, lab reports, X-ray results, psychological evaluations, clinic forms, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, Lab referral reference and policies and procedures manuals.
- Ability to prepare allergy lists, dietary restrictions list, menses list, restriction list and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with residents, other County employees and family members.

Environmental Adaptability

- Work is typically performed in an institutional health care environment or juvenile penal institution.
- Work may involve nursing response to emergency situations.

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:	Purchasing Administrator	Class Number	1053514
		Pay Grade:	11

Departments:	Office of Procurement and Diversity, only
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Classification Function

The purpose of this classification is to supervise purchasing personnel and to evaluate, prepare and develop bids and specification packages.

Essential Job Functions

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

- Supervises purchasing personnel involved in procurement activities (e.g.- coordinates procurement activities, allocates personnel to procurement tasks and plans work of employees; reviews and evaluates work completed; maintains work standards; provides instruction; responds to employee problems; recommends the discipline of employees).
- Evaluates, prepares and develops bids and specification packages (e.g.- reviews all contracts for accuracy, clarity and compliance with applicable County, State and Federal purchasing regulations; supervises evaluation of bids; reviews and edits requisitions to ensure correct and complete specifications for materials desired; assists in specification development for County Departments).
- Maintains liaison with public and private entities to promote exchange of information on purchasing issues (e.g.- follows developments in purchasing regulations in both public and private sector; responds to vendor questions regarding County purchasing policies and procedures; interviews vendors; encourages and supports participation of new vendors including female owned businesses and minority owned businesses).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including telephone, fax machine, adding machine and calculator.

Supervisory Responsibilities

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requisitions, requisition drafts, bid documents, vendor evaluation reports, employee evaluations, legal contracts and other reports and records.
- Ability to comprehend a variety of reference books, manuals and drawings including blueprints, floor plans, personnel policy manuals and warranty manuals.
- Ability to prepare usage reports, auction reports, auto titles, invoices and bills, vendor lists, vendor response forms, leases, contracts and options, 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 procurement terminology and language.
- Ability to communicate with directors, managers, supervisors, purchasing staff, other County employees, elected officials, contractors 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:	Sanitary Engineer	Class Number:	1063421
		Pay Grade:	18

Departments:	Development, only
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Classification Function

The purpose of this classification is to plan and implement goals and objectives of the Engineering Division, establish criteria to measure Division effectiveness and monitor budgetary activity.

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 and implements goals and objectives for the Engineering Division to ensure that processes are in compliance with local, state and federal environmental laws (e.g.- reviews wastewater collection and treatment processes and weighs alternatives; considers issues surrounding wastewater treatment and industrial waste; determines program objectives, strategic plans and implementation time-lines; monitors progress and initiates corrective action when goals and objectives are unobtainable; monitors legislation affecting Division operations).
- Supervises subordinate supervisors and clerical personnel assigned to Sanitary Engineer division (e.g - assigns work and reviews completed work assignments; provides job instruction and training; evaluates employee performance; reviews and approves employee leave requests; recommends selection, promotion and discipline of employees).
- Oversees Division budget (e.g.- identifies requirements and resources for various services, establishes budgetary priorities; monitors expenditures; manages Division within budgetary limitations; reviews financial reports to monitor financial status of Division; recommends service rates to Development Director and Board of County Commissioners).
- Establishes constructive working relationships with federal, state, local and regional agencies in order to foster cooperation in the compliance with environmental laws (e.g.- meets with mayors, engineers, representatives of community organizations, representatives of industrial/commercial users and the general public).

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. Ten years of professional engineering experience including six 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, fax machine, and calculator.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, 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 periodic EPA reports, OPS reports, purchase requisitions, budgetary reports, safety reports, personnel records, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, federal and state environmental regulations, personnel manuals, technical periodicals, procurement regulations and uniform standards.
- Ability to prepare technical reports, EPA reports, budgetary projections, disciplinary actions, resolutions, work 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, to follow instructions.
- Ability to use and interpret legal, accounting, personnel and environmental and civil engineering terminology and language.
- Ability to communicate with Board of County Commissioners, Development Director, mayors, managers, municipal engineers, County employees, state and federal agencies 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:	Senior Employment Service Specialist	Class Number:	1014612
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Departments:	Human Services/Employment Services, only
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Classification Function

The purpose of this classification is to coordinate and monitor daily administrative activities of an employment services program and to function as lead worker over lower level employment service specialists. Examples of employment service programs are JTPA (Job Training Partnership Act), LEAP (Learning, Earning and Parenting), (CWEP) Community Work Experience Program, or JOBS (Job Opportunities and Basic 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.

- Coordinates and monitors daily administrative activities of an employment services program (e.g.- coordinates computer systems to ensure compliance with federal, state and local regulations pertaining to program administration; reviews; approves and assigns appropriate funding source in accordance with eligibility criteria and funding availability; acts as a liaison between employment contract specialist and contractor to ensure accurate reporting; prepares monthly statistical reports; conducts follow-up and resolution of system and data errors).
- Functions as lead worker over lower level employment service specialists (e.g.- assigns work and reviews completed work assignments; provides job instruction and training).
- Assists with administration of an employment services program (e.g.- processes applications in accordance with Federal, State, and Local regulations, policies and procedures to ensure compliance; reviews and prioritizes applications based on funding source availability and priority; administers and scores math and reading tests as part of application process; schedules applicants and participants for orientation, pre-screening, voter registration and selective service requirements).
- Performs advanced clerical and computer functions (e.g. - operates keyboard entering data from application forms into computer system; tracks information such as updates, enrollments, terminations, etc.; answers telephone and directs calls; prints, reviews and issues certification list for program participation; distributes reports; maintains daily log for all transactions; records transactions onto card files).
- Performs administrative duties (e.g. - attends meetings, conferences, seminars, workshops, and technical assisting sessions to keep current on policy changes; maintains information to ensure compliance with policy changes).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one year of experience with federal and state employment programs, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, printer, fax machine, copier, adding machine, and telephone.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including certification lists, applications, intake documents, system error reports, monthly contractor reports, training orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals, Dictionary of Occupational Titles (DOT), SIC, LMI, SPFR reporting requirements, and certification procedures.
- Ability to prepare certification lists, activity report, system transaction forms, contractor reports, status forms, scheduling sheets, memos, correspondence, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with intake staff, applicants, contractors, management, supervisor and 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:	Social Service Worker 4	Class Number:	1056251
		Pay Grade:	8

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to provide assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis or to investigate reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees.

Essential Duties and Responsibilities

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

- Provides assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis (e.g.- conducts initial interview to determine eligibility for services; develops individual treatment plans; maintains clinical caseload of adult protective cases; re-determines eligibility periodically and appraises treatment plan to determine whether services will meet needs or to justify continuation of services; makes referrals to inside or outside services or agencies; sets client goals and makes plans to allow for discharge from County facilities and/or termination of services).
- Investigates reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees (e.g.- investigates situations involving complaints of child abuse and neglect in foster homes, schools and other out-of-home care settings; investigates reports of child abuse against other County social service employees; conducts interviews with clients, families, employee and witnesses to gather information; maintains ongoing caseload of these cases; conducts investigations of child deaths when abuse or neglect is alleged; determines facts of the case and prepares recommendation regarding further action).
- Functions as lead worker over lower level social service workers (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- works with community agencies to provide planning, continuity of services and community involvement in client care; participates in team meetings; schedules case conferences; participates in setting team agenda; organizes community action groups; speaks to various organizations as representative of County's social service programs; inspects home and medical treatment centers to ensure smooth transition; maintains contact with court's parole and probation officers; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluation according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including initial application information, client records, psychological reports, medical reports, termination summaries, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare court summaries, treatment plans, assessments, termination summaries, requests for patient conferences, referral forms, assessment forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with residents, clients, parents, school officials, other County employees, managers, supervisors, outside agencies 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:	Manager, Witness/Victim Services	Class Number:	1056533
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of Witness/Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness/Victim Service Center and the Family Justice Center. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Manages all programmatic, service, and administrative components of the Witness/Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; monitors and approves expenditures on division budget; fulfills all grant planning and management requirements; ensures client satisfaction and services are provided; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 20% +/- 10%
- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements.
- 20% +/- 10%
- Functions as liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.
- 15% +/- 10%
- Manages employees of the Witness/Victim Service Center and the Family Justice Center; manages employees through subordinate supervisors; assigns tasks and projects; manages case loads and provides case consultation; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews

Manager, Witness/Victim Services

and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures.

20% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, criminology, psychology, social work or related field with six (6) years of criminal justice or social work experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Manager, Witness/Victim Services

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, criminal, domestic, juvenile and civil codes and regulations, treatment and advocacy publications and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, grant applications, statistical reports, various reports, correspondence, purchase orders, contracts, 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 and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and personnel terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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:	Manager, Mediation	Class Number:	1062553
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve 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%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.
- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.
- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.
- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current

Manager, Mediation

best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.

Manager, Mediation

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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.




F. Allen Boseman, Commissioner
 Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: May 4, 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 May 3, 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:

PROPOSED NEW CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade & FLSA	Department
Manager, Witness Victim Services	1056533	15/Exempt	Public Safety & Justice Services
Manager, Mediation	1062553	16/Exempt	Public Safety & Justice Services

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Chief Section Architect 1063113	17/Exempt	17/Exempt (No Change)	Public Works
Clinical Coordinator 1056331	12/Exempt	12/Exempt (No Change)	Health and Human Services

Data Control Technician 1011221	4/Non-Exempt	4/Non-Exempt (No Change)	Health and Human Services
Employment Contract Negotiator/Evaluator 1014631	7/Exempt	8/Exempt	Health and Human Services
Identification Technician 1023101	4/Non-Exempt	4/Non-Exempt (No Change)	Sheriff's
Investigation Supervisor 1022123	11/Exempt	11/Exempt (No Change)	Health and Human Services
Justice System Advocate 1056531	7/Non-Exempt	7/Non-Exempt (No Change)	Public Safety & Justice Services
Program Officer Administrator 1052415	14/Exempt	14/Exempt (No Change)	Health and Human Services
Records Management Administrator 1052224	11/Exempt	11/Exempt (No Change)	All Departments
Senior Administrative Secretary 1013312	7/Non-Exempt	7/Non-Exempt (No Change)	All Departments
Senior Examiner 1055122	7/Non-Exempt	7/Non-Exempt (No Change)	Health and Human Services
Senior Kennel Operations Supervisor 1022432	8/Exempt	9/Exempt	Public Works
Senior Mailroom Supervisor 1011614	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works
Senior Records Management Administrator 1052225	12/Exempt	12/Exempt (No Change)	Public Works
Senior Records Management Officer 1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works
Sewer Maintenance Superintendent 1043123	15/Exempt	15/Exempt (No Change)	Public Works
Social Program Administrator 1 1056312	11/Exempt	11/Exempt (No Change)	Health and Human Services & Sheriff's Department
Social Program Administrator 2 1056313	13/Exempt	13/Exempt (No Change)	Health and Human Services & Sheriff's Department

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Senior Financial System Administrator	1055142	15	Fiscal/OBM
Airport Field Supervisor	1042314	10	Public Works

Architect 1	1063112	9	Public Works
Building Inspector	1021111	6	Public Works
Fire Safety Inspector	1022211	5	Public Works
Groundskeeper	1042211	3	Public Works
Help Desk Technician	1053151	7	Health and Human Services
Licensed Practical Nurse	1032111	5	Sheriff's Department
Purchasing Administrator	1053514	11	Procurement & Diversity
Sanitary Engineer	1063421	18	Public Works
Senior Employment Service Specialist	1014612	4	Health and Human Services
Social Service Worker 4	1056251	8	Health and Human Services

cc: F. Allen Boseman, Commissioner
Thomas Colaluca, 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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063113	Chief Section Architect	Public Works	Exempt	17

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the education/experience requirements. The classification title was changed to "Chief Section Facilities Manager" to better reflect the essential job functions.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056331	Clinical Coordinator	Health and Human Services	Exempt	12

Requested By: Personnel Review Commission

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

No. of Employees Affected: 1

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011221	Data Control Technician	Health and Human Services	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1993. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 1

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014631	Employment Contract Negotiator/Evaluator	Health and Human Services	Exempt	8

Requested By: Personnel Review Commission

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. Pay grade increased by one level from PG 7 to PG 8.

No. of Employees Affected: 2

Dept.(s) Affected: Health and Human Services

Fiscal Impact: PG 7 \$40,786.60 - \$57,096.00
PG 8 \$43,659.20 - \$61,110.40
Step Placement TBD by Human Resources

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED REVISION CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1023101	Identification Technician	Sheriff's Department	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2004. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 1

Dept.(s) Affected: Sheriff's Department

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Clifford Pinkney, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022123	Investigation Supervisor	Health and Human Services	Exempt	11

Requested By: Personnel Review Commission

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.

No. of Employees Affected: 2

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056531	Justice System Advocate	Public Safety and Justice Services	Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 17

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

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Brandy Carney, Director

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052415	Program Officer Administrator	Health and Human Services	Exempt	14

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:	Health and Human Services
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Thomas Pristow, Director
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PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052224	Records Management Administrator	All Departments	Exempt	11

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	2
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Affected Department Directors
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PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013312	Senior Administrative Secretary	All Departments	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	10
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Affected Department Directors
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PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055122	Senior Examiner	Health and Human Services	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2007. 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:	Health and Human Services
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Thomas Pristow, Director
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PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022432	Senior Kennel Operations Supervisor	Public Works	Exempt	9

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2009. The classification title is changing to "Chief Dog Warden" to align with Ohio Revised Code. 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. Pay grade increased by one level from PG8 to PG9.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: PG 8 \$43,659.20 - \$61,110.40
PG 9 \$46,571.20 - \$65,166.40
Step Placement TBD by Human Resources

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

Proposed Job Classifications				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011614	Senior Mailroom Supervisor	Public Works	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2007. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Folders, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052225	Senior Records Management Administrator	Public Works	Exempt	12

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. The Department was changed from Central Services and Human Services to Public Works.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052222	Senior Records Management Officer	Public Works	Non-Exempt	6

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2015. The essential job functions have been updated to better reflect the current duties. Medical Examiner's Office was eliminated from the Department.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED REVISIONS/RECLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1043123	Sewer Maintenance Superintendent	Public Works	Exempt	15

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the education/experience requirements to be in line with Ohio EPA requirements.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED/REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056312	Social Program Administrator 1	HHS; Sheriff's Department	Exempt	11

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.

No. of Employees Affected: None

Dept.(s) Affected: Health and Human Services; Sheriff's Department

Fiscal Impact: TBD

Staffing Implications: Position to be filled once classification is active for Sheriff's Department.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director
Clifford Pinkney, Sheriff

PROPOSED/REVISION CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056313	Social Program Administrator 2	HHS; Sheriff's Department	Exempt	13

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.

No. of Employees Affected: None

Dept.(s) Affected: Health and Human Services; Sheriff's Department

Fiscal Impact: TBD

Staffing Implications: Position to be filled once classification is active for Sheriff's Department.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director
Clifford Pinkney, Sheriff

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055142	Senior Financial System Administrator/Financial Analyst	Office of Budget and Management	Exempt	15

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the position will be vacant and the Department no longer has a need for the classification.

No. of Employees Affected: 0

Dept.(s) Affected: Office of Budget and Management

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Maggie Keenan, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042314	Airport Field Supervisor	Public Works	Exempt	10

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063112	Architect 1	Public Works	Exempt	9

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesj, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021111	Building Inspector	Public Works	Non-Exempt	6

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022211	Fire Safety Inspector	Public Works	Non-Exempt	5

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042211	Groundskeeper	Public Works	Non-Exempt	3

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Groundskeepers are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053151	Help Desk Technician	Health and Human Services	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Help Desk Technicians are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1032111	Licensed Practical Nurse	Sheriff's Department	Non-Exempt	5

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Licensed Practical Nurses are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Sheriff's Department

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Clifford Pinkney, Sheriff

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053514	Purchasing Administrator	Office of Procurement and Diversity	Exempt	11

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Office of Procurement and Diversity

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Lenora Lockett, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063421	Sanitary Engineer	Public Works	Exempt	18

Requested By:	Personnel Review Commission
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Rationale:	This classification is being deleted because the Department is no longer using it.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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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
1014612	Senior Employment Service Specialist	Health and Human Services	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Senior Employment Service Specialists are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056251	Social Service Worker 4	Health and Human Services	Non-Exempt	8

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Social Service Worker 4's are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

PROPOSED NEW CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056533	Manager, Witness/Victim Services	Public Safety & Justice Services	Exempt	15

Requested By: Personnel Review Commission

Rationale: PRC created a new classification to replace the previous Justice Affairs Manager classification which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Witness/Victim Services position within the Dept. of Public Safety and Justice Services.

No. of Employees Affected: 1

Dept.(s) Affected: Public Safety & Justice Services

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Brandy Carney, Director

PROPOSED/NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062553	Manager, Mediation	Public Safety & Justice Services	Exempt	16

Requested By: Personnel Review Commission

Rationale: PRC created a new classification to replace the previous Justice Affairs Manager which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Mediation within the Dept. of Public safety and Justice services.

No. of Employees Affected: 1

Dept.(s) Affected: Public Safety & Justice Services

Fiscal Impact:
 PG 15 \$65,395.20 - \$99,673.60
 PG 16 \$71,219.20 - \$107,806.40
 Step Placement TBD by Human Resources

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
 Melissa Foldesi, Compensation Manager

Management Contact(s): Brandy Carney, Director

March 17, 2017

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rationale</u>
DELETED				
Airport Field Supervisor	1042314	10	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Architect 1	1063112	9	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Building Inspector	1021111	6	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Fire Safety Inspector	1022211	5	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Groundskeeper	1042211	3	Public Works	This classification is being deleted because the County's Groundskeepers are part of a bargaining unit.
Help Desk Technician	1053151	7	Health and Human Services	This classification is being deleted because the County's Help Desk Technicians are part of a bargaining unit.
Licensed Practical Nurse	1032111	5	Sheriff's Department	This classification is being deleted because the County's Licensed Practical Nurses are part of a bargaining unit.
Purchasing Administrator	1053514	5	Office of Procurement and Diversity	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Sanitary Engineer	1063421	18	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Senior Employment Service Specialist	1014612	4	Health and Human Services	This classification is being deleted because the County's Senior Employment Service Specialists are part of a bargaining unit.
Social Service Worker 4	1056251	8	Health and Human Services	This classification is being deleted because the County's Social Service Worker 4's are part of a bargaining unit.

April 11, 2017

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rational</u>
NEW					
Manager, Witness Victim Services	1056533	15/Exempt	N/A	Public Safety & Justice Services	PRC created a new classification to replace the previous Justice Affairs Manager classification which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Witness/Victim Services position within the Dept. of Public Safety and Justice Services.
Manager, Mediation	1062553	16/Exempt	N/A	Public Safety & Justice Services	PRC created a new classification to replace the previous Justice Affairs Manager which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Mediation within the Dept. of Public safety and Justice services
REVISED					
Chief Section Architect	1063113	17/Exempt	17/Exempt (No Change)	Public Works	Departmental Revision Request. The request was made to update the education/experience requirements. The classification title was changed to "Chief Section Facilities Manager" to better reflect the essential job functions.
Clinical Coordinator	1056331	12/Exempt	12/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Data Control Technician	1011221	4/Non-Exempt	4/Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 1993. 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.
Employment Contract Negotiator/Evaluator	1014631	7/Exempt	8/Exempt	Health and Human Services	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. Pay grade increased by one level from PG 7 to PG 8.
Identification Technician	1023101	4/Non-Exempt	4/Non-Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2004. 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.

Investigation Supervisor	1022123	11/Exempt	11/Exempt (No Change)	Health and Human 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.
Justice System Advocate	1056531	7/Non-Exempt	7/Non-Exempt (No Change)	Public Safety & Justice Services	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Program Officer Administrator	1052415	14/Exempt	14/Exempt (No Change)	Health and Human 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.
Records Management Administrator	1052224	11/Exempt	11/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Senior Administrative Secretary	1013312	7/Non-Exempt	7/Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Senior Examiner	1055122	7/Non-Exempt	7/Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2007. 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 Kennel Operations Supervisor	1022432	8/Exempt	9/Exempt	Public Works	PRC routine maintenance. Classification last revised in 2009. The classification title is changing to "Chief Dog Warden" to align with Ohio Revised Code. 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. Pay grade increased by one level from PG8 to PG9.
Senior Mailroom Supervisor	1011614	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2007. 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 Records Management Administrator	1052225	12/Exempt	12/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. The Department was changed from Central Services and Human Services to Public Works.
Senior Records Management Officer	1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2015. The essential job functions have been updated to better reflect the current duties. Medical Examiner's Office was eliminated from the Department.
Sewer Maintenance Superintendent	1043123	15/Exempt	15/Exempt (No Change)	Public Works	Departmental Revision Request. The request was made to update the education/experience requirements to be in line with Ohio EPA requirements.

Social Program Administrator 1	1056312	11/Exempt	11/Exempt (No Change)	Health and Human Services & Sheriff's Department	Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.
Social Program Administrator 2	1056313	13/Exempt	13/Exempt (No Change)	Health and Human Services & Sheriff's Department	Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.
<u>DELETE</u>					
Senior Financial System Administrator	1055142	15/Exempt	N/A	Fiscal/OBM	This classification is being deleted because the position is vacant and the Department will no longer include it on its org. structure.