



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JULY 31, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 19,2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2018-0146: A Resolution authorizing an amendment to Contract No. CE1500334-01 with Union Eye Care, Inc. for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$80,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
 - b) R2018-0147: A Resolution authorizing an amendment to Contract No. CE1500335-01 with Vision Service Plan for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$635,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

- c) R2018-0148: A Resolution authorizing an amendment to Contract No. CE1500337-01 with The Guardian Life Insurance Company of America for dental insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$3,100,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

- d) R2018-0149: A Resolution authorizing an amendment to Contract No. CE1500350-01 with The Guardian Life Insurance Company of America for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,820,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

- e) R2018-0154: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

- f) R2018-0161: A Resolution authorizing amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i. Cuyahoga County District Board of Health
 - ii. Cuyahoga County Convention Facilities Development Corporation
 - iii. Cuyahoga County Land Reutilization Corporation
 - iv. Southeast Emergency Communications Center
 - v. Village of Highland Hills
 - vi. Village of Mayfield
 - vii. Village of Walton Hills

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 19, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JUNE 5, 2018 MEETING

A motion was made by Ms. Brown, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the June 5, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item Nos. 5.c) and b) were taken out of order and considered before Item No. 5.b).]

- a) R2018-0123: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term

ending 3/31/2021, and declaring the necessity that this Resolution become immediately effective:

- i. Appointment:
 - a) Gary Hanson
- ii. Reappointment:
 - a) Charna E. Sherman

Mr. Gary Hanson and Ms. Charna E. Sherman addressed the Committee regarding their nomination to serve on the Cuyahoga Arts and Culture Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2018-0123 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.

- b) R2018-0117: 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. R2018-0117. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2018-0117 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.

- c) R2018-0122: A Resolution confirming the County Executive's appointment of Kenneth G. Silliman to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective.

Mr. Matthew Carroll, Chief Economic Growth and Opportunity Officer, addressed the Committee regarding Resolution No. R2018-0122. Discussion ensued.

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

Mr. Kenneth G. Silliman addressed the Committee regarding his nomination to serve on the Gateway Economic Development Corporation Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2018-0122 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.

- d) R2018-0124: A Resolution confirming the County Executive's appointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Mr. Keith J. Libman addressed the Committee regarding his nomination to serve on the Cuyahoga County Audit Committee. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2018-0124 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. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 12:03 p.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0146

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing an amendment to Contract No. CE1500334-01 with Union Eye Care, Inc. for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$80,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Contract No. CE1500334-01 with Union Eye Care, Inc. for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$80,000.00; and

WHEREAS, the primary goal of this project is to provide vision insurance for County employees and their eligible dependents; and

WHEREAS, the project is funded by the Hospitalization Regular Insurance Fund; 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 authorizes an amendment to Contract No. CE1500334-01 with Union Eye Care, Inc. for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$80,000.00.

Journal _____
_____, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0147

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing an amendment to Contract No. CE1500335-01 with Vision Service Plan for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$635,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Contract No. CE1500335-01 with Vision Service Plan for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$635,000.00; and

WHEREAS, the primary goal of this project is to provide vision insurance for County employees and their eligible dependents; and

WHEREAS, the project is funded by the Hospitalization Regular Insurance Fund; 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 authorizes an amendment to Contract No. CE1500335-01 with Vision Service Plan for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$635,000.00.

Journal _____
_____, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0148

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing an amendment to Contract No. CE1500337-01 with The Guardian Life Insurance Company of America for dental insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$3,100,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Contract No. CE1500337-01 with The Guardian Life Insurance Company of America for dental insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$3,100,000.00; and

WHEREAS, the primary goal of this project is to continue to provide dental insurance for county employees and eligible family members; and

WHEREAS, the project is funded by the Hospitalization Regular Insurance Fund; 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 authorizes an amendment to Contract No. CE1500337-01 with The Guardian Life Insurance Company of America for dental insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$3,100,000.00.

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0149

<p>Sponsored by: County Executive Budish/Department of Human Resources</p>	<p>A Resolution authorizing an amendment to Contract No. CE1500350-01 with The Guardian Life Insurance Company of America for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,820,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Contract No. CE1500350-01 with The Guardian Life Insurance Company of America for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,820,000.00; and

WHEREAS, the primary goal of this project is to continue to provide group life, voluntary life and accidental death insurance for County employees; and

WHEREAS, the project is funded by the Hospitalization Employee Deferral Fund; 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 authorizes an amendment to Contract No. CE1500350-01 with The Guardian Life Insurance Company of America for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,820,000.00.

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0154

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

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

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

WHEREAS, on July 11, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

- Exhibit A: Class Title: *Associate Warden*
Number: 1025501
Pay Grade: 15/Exempt
*County Sheriff requested essential functions be updated to reflect expansion and scope of duties due to regionalization of jails. Pay Grade changed from 13/Exempt to 15/Exempt.
- Exhibit B: Class Title: *Senior Building Rehabilitation Specialist*
Number: 1021312
Pay Grade: 7/Non-exempt
*PRC routine maintenance. Essential job functions of Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification due to extreme similarity. Education and experience requirements were updated to be consistent with other positions in series. Classification number changed from 1021312 to 1021311.
- Exhibit C: Class Title: *Building Rehabilitation Specialist Supervisor*
Number: 1021313
Pay Grade: 10/Exempt
*PRC routine maintenance. Education and experience requirements were updated to be consistent with other positions in the series. Classification number changed from 1021313 to 1021312.
- Exhibit D: Class Title: *Data Systems Security Coordinator*
Number: 1053182
Pay Grade: 6B/Non-exempt
*Revised classification requested by Department of Information Technology based on Department need. Classification no longer reflected work currently being performed. Updated specification to include new essential functions and minimum qualifications of the position. Pay Grade changed from 11/Exempt to 6B/Non-exempt. Classification number changed from 1053182 to 1053181.
- Exhibit E: Class Title: *Development Administrator*
Number: 1055243
Pay Grade: 17/Exempt
*Department of Development requested that essential functions be updated to be consistent with changes due to Department restructuring.

Exhibit F: Class Title: *Inspection and Permits Supervisor*
Number: 1062231
Pay Grade: 12/Exempt
*PRC routine maintenance. Classification information has been updated and placed into new format.

Proposed New Classification:

Exhibit G: Class Title: *Sustainability Coordinator*
Class Number: 1062311
Pay Grade: 7/Non-exempt

Proposed Deleted Classifications:

Exhibit H: Class Title: *Building Rehabilitation Specialist*
Class Number: 1021311
Pay Grade: 6/Non-exempt

Exhibit I: Class Title: *Contract Coordinator*
Class Number: 1052140
Pay Grade: 4/Non-exempt

Exhibit J: Class Title: *Human Resource Specialist*
Class Number: 1053713
Pay Grade: 14/Exempt

Exhibit K: Class Title: *Manager, Application Design and Support*
Class Number: 1053125
Pay Grade: 15/Exempt

Exhibit L: Class Title: *Recruitment and Retention Manager*
Class Number: 1053634
Pay Grade: 16/Exempt

Exhibit M: Class Title: *Senior Contract Coordinator*
Class Number: 1052141
Pay Grade: 7/Non-exempt

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: July 24, 2018

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

Journal _____
_____, 2018

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT A

Class Title:	Associate Warden	Class Number:	1025501
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to manage the day-to-day operations of County correctional facilities.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing and overseeing County correctional facilities including supervising Sergeants and ensuring safety and security of inmates and employees. Work is performed under general supervision of the Warden. The incumbent exercises initiative and discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Manages day-to-day operations pertaining to staff administration, security, equipment, and property of County correctional facilities; makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures that necessary repair and work requests are made and completed; serves as initial on-scene commander during large scale crisis or emergency events; responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes, and other emergencies within the facilities; works to ensure operational effectiveness of facilities and confers with the Warden regarding operational problems.

- 25% +/- 10%
- Supervises Sergeants and other assigned personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluations employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 15% +/- 10%
- Determines inmate disciplinary status at all county jails and makes appropriate decisions regarding status of individual inmates; performs weekly reviews of discipline status throughout the jails to ensure spaces (lockup, special housing) are properly managed; responds to and addresses inmate grievances and complaints (both formal and informal) at all county jails; directs and reviews investigations of incidents, disciplinary issues, complaints, and inmate grievances and gathers facts to document, report, and make recommendations regarding the problem; makes independent determinations of informal grievances escalating to the Warden only when needed; makes determinations of formal grievances and provides recommendations of action to the Warden.

- 5% +/- 2%
- Monitors and oversees implementation of jail's operating budget; monitors and oversees expenditures and purchases; projects upcoming budget expenditures; makes recommendations for cost savings; collaborates with the Warden regarding budget status.

Proposed DATE:

Associate Warden

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; maintains records according to department standards; attends various trainings and meetings; researches and responds to inquiries and complaints from general public and ensures good public relations; communicates with employees at offsite county correctional facilities and provides guidance as necessary; acts as County liaison with other departments in the Regional Jail System; makes recommendations regarding policy and procedures changes to the Warden.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in criminal justice, public administration, business administration, behavioral sciences, correctional management, or related degree and five (5) years of experience in security, corrections, law enforcement, or military security; 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, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

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 evaluate, 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 grievance reports, security reports, safety reports, transfer request forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and relevant County, State, and Federal Laws.
- Ability to prepare work orders, security requests, policy and procedure documents, incident reports, training materials, budgetary reports, performance appraisals, disciplinary documents, time sheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Associate Warden

- Ability to use and interpret criminal justice terminology and language.
- Ability to communicate with supervisor, managers, coworkers, employees, representatives from other jails, police, hospitals, regulatory agencies, and the general public.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to violence and noise extremes.

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 EXHIBIT B

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a journey level classification with the responsibility to inspect both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. 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 frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

Essential Job Functions

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

- 45% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.
- 35% +/- 10%
- Develops work specifications and cost estimates utilizing construction software; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to insure validity of the requests and associated costs; prepares change orders with client and contractor approval.
- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

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 perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Building Rehabilitation Specialist

- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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

EXHIBIT C

Class Title:	Building Rehabilitation Specialist Supervisor	Class Number:	1021312
FLSA:	Exempt	Pay Grade:	10
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state, and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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%
- Supervises the Building Rehabilitation Specialist(s); assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; reviews and approves staff timesheets and mileage reports; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; provides information to answer staff questions and helps resolve conflicting issues as appropriate; conducts weekly staff meetings.

- 30% +/- 10%
- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to insure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

- 25% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.

Building Rehabilitation Specialist Supervisor

15% +/- 10%

- Performs related administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Proposed DATE

Building Rehabilitation Specialist Supervisor

- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees; to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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

EXHIBIT D

Class Title:	Data Systems Security Coordinator	Class Number:	1053181
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to coordinate system user access for Health and Human Services (HHS) employees and assist with end user technology.

Distinguishing Characteristics

This is an entry level classification with responsibility for serving as the liaison between the County and the State of Ohio to coordinate system user access for HHS employees. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies and procedures.

Essential Job Functions

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

- Coordinates system user access for HHS employees; receives requests from managers and directors to change the system security access for County employees; receives requests from the HR Department to create new hire user profiles; completes appropriate forms and submits documentation to the State of Ohio; serves as the liaison between the County and the State of Ohio in regards to system user access; contacts the state for project updates; notifies management when the state has completed the request. 65% +/- 10%
- Assists with end user technology including computers, printers, scanners, and mobile devices; provides basic computer training to the end users; moves and installs computers; troubleshoots technology issues; sets up new mobile phones. 25% +/- 10%
- Serves as the State's Technical Point of Contact (TPOC); performs an annual audit on the HHS employees to verify the employees are still employed with the County and have the appropriate system access; completes reconciliation and returns the documents to the State of Ohio; receives and reviews new State Policies and Procedures for system user access. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of IT service support experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, 7078 Forms, Federal Tax Information Form, SETS User Access Form, iCase Forms, Network Relocation Forms, packaging slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State of Ohio guidelines, equipment manuals, software manuals, and ODJFS manuals.
- Ability to prepare memos, correspondence, 7078 Forms, SETS Reporting, SACWIS, SETS, and CRIS-E Reconciliation, 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 information technology terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, co-workers, other County employees, State of Ohio employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT E

Class Title:	Development Administrator	Class Number:	1055243
FLSA:	Exempt	Pay Grade:	17
Dept:	Development		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development or regulation and compliance.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department responsible for either economic development, community development, or regulation and compliance. This classification supervises subordinate staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. 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 and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; establishes, updates, and monitors execution of the department's strategies to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; oversees the processing of all qualifying economic development proposals; executes administrative and procurement processes to secure resources needed for strategy and resource work; monitors programs' regulatory compliance; maintains and updates program policies, specifications, terms, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates Director and Executive on all upcoming projects and estimated pipeline activity; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; advises Director and department management on key compliance issues; makes recommendations to Director and Executive on revision or creation of programs.

- 30% +/- 10%
- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers development financing programs; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; manages ongoing Loan Portfolio issues and action requirements; manages deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

Proposed DATE:

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-ups; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises subordinate staff; plans, assigns, and reviews work; provides job training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; leads unit team meetings; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

10% +/- 5%

- Directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions.

5% +/- 2%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, finance or a related field with six (6) years of experience with community development, economic development or related field; 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 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 and training to other employees.
- Ability to solve and act on employee problems.

Proposed DATE:

- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals 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 tax statements, loan applications and information, financial statements, financial projections, credit reports, appraisals and studies, architectural drawings, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Personnel Policies and Procedures Manual, various State and Federal Regulations and Guidelines, HUD regulations, ESEPA regulations, CDBG regulations, the Ohio Revised Code, and the Federal Register.
- Ability to prepare loan analysis, annual loan summary, loan portfolio reports, strategic plans, tax abatement reports, compliance reports, legislation, grant summary reports, correspondence, project descriptions, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 legal, accounting, and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, municipal employees, members of external businesses and organizations, 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

EXHIBIT F

Class Title:	Inspection and Permits Supervisor	Class Number:	1062231
FLSA:	Exempt	Pay Grade:	12
Dept:	Development		

Classification Function

The purpose of this classification is to coordinate field inspections of maintained utilities and project inspections of new construction as well as supervise assigned staff.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for coordinating field inspections of maintained utilities and project inspections of new construction within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases.

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 assigned staff involved in inspection program, permit issuance, and building rehabilitation projects; assigns and reviews work; provides instruction to employees; maintains work standards; responds to employee problems; completes performance appraisals; recommends and implements disciplinary procedures
35% +/- 10%
- Coordinates field inspections of maintained utilities and project inspections of new construction; assigns inspectors to various assignments; ensures that new structures are completed in compliance with approved plans and uniform standards; ensures that new structures meet required tests; reviews inspector's daily reports and construction plans.
35% +/- 10%
- Reviews and recommends approval of permit requests; reviews permit requests; reviews contractor's Sewer Builder License requests and makes recommendations; maintains project files, sewer records and as-built construction plans.
30% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in the building trades with six (6) years of inspection or construction 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, calculator, telephone and copier.

Proposed DATE

Inspection and Permits Supervisor

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including inspection reports, sewer inspection summary, construction plans, contractor's license applications, invoices, inspection and permit fee structure, payroll, employment applications, time sheets, monthly reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, safety manuals, construction manuals, and materials manuals.
- Ability to prepare purchase orders, pre-construction meeting minutes, performance reports, gas reports, monthly and annual reports, correspondence 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 the work of other employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret construction, mechanical, electrical, and basic engineering terminology and language.
- Ability to communicate with directors, managers, supervisors, engineers, inspectors, contractors, other County employees, and the general public.

Inspection and Permits Supervisor

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

EXHIBIT G

Class Title:	Sustainability Coordinator	Class Number:	1062311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Sustainability		

Classification Function

The purpose of this classification is to coordinate and implement sustainability programs for the County and to develop and maintain relationships with internal and external stakeholders.

Distinguishing Characteristics

This is an entry level classification with responsibility for coordinating sustainability programs and tracking related data. This classification works under a framework of defined 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.

- 40% +/- 10%
- Coordinates and implements sustainability programs for the County; manages greenhouse gas emissions inventory database; coordinates with stakeholders to develop a climate change action plan; monitors data to ensure the County is on track to meet the climate change action plan's goals; collects and analyzes utilities data to track County emissions trends; distributes results of the analysis to the County stakeholders.

- 20% +/- 10%
- Develops and maintains relationships with regional renewable energy development projects contacts, external stakeholders, and other County departments; provides regular communication and updates on sustainability programs; coordinates employee sustainability education and external project events; collaborates with the Communications and IT Departments to develop various marketing materials for general updates on programs and special events.

- 15% +/- 10%
- Assists the Director of Sustainability in creating departmental goals; assists in developing a strategic plan to achieve departmental goals; tracks the department's strategic performance metrics; reports the progress of the goals to the director.

- 25% +/- 10%
- Performs related administrative responsibilities; researches trends and developments in the field of sustainability; researches potential grant opportunities; drafts grants, requests for proposals (RFPs), and requests for information (RFIs); represents the County in various meetings; attends meetings, trainings, and conferences; assists with tracking the department budget.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental studies or a related field with one (1) year of environmental sustainability experience; or any equivalent combination of training and experience.

Effective: DATE

Sustainability Coordinator

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 legal documents, contracts, scientific data, and various environmental reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, federal and state laws pertaining to environmental sustainability, and general emission reduction goals.
- Ability to prepare correspondence, request for proposals (RFPs), request for information (RFIs), grant proposals, invoices, purchase orders, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret environmental sustainability, basic marketing, and legal terminology and language.
- Ability to communicate with the director, coworkers, other County employees, utility service employees, and external stakeholders.

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.

Effective: DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT H

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

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 45% +/- 10%
- Manages and inspects residential and commercial structures to determine rehabilitative work required to correct health and safety issues, housing quality standard and/or building code deficiencies; inspects rehabilitation projects for compliance with workmanship standards, trade specifications, building and housing codes, property rehabilitation standards, contract conditions, and progress payment disbursements; provides technical guidance to property owners, contractors, and building officials; reviews new materials and methods issued in building construction; mediates conflicts that may arise during the construction process; monitors project's budget.

- 35% +/- 10%
- Coordinates the contractor bids and work specifications; develops work specifications and cost estimates utilizing construction software; reviews work specifications; evaluates change order requests to insure validity of requests and cost; prepares and approves change orders; estimates for required rehabilitation work; reviews contractor bids; verifies contractor eligibility for program; drafts contracts to winning bidder.

- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meeting; participates in housing fairs and community events; meets with the general public and various agencies about the county programs and services offered.

Effective: 1998
 Revised: April 28, 2006
 Revised: May 10, 2017

Building Rehabilitation Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

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

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

Additional Requirements for all levels

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Effective: 1998
Revised: April 28, 2006
Revised: May 10, 2017

Building Rehabilitation Specialist

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

Environmental Adaptability

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

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 *EXHIBIT I*

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

Classification Function

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

Distinguishing Characteristics

This is an entry level classification. The incumbents receive immediate supervision progressing to general supervision as experience is gained. Incumbents in this classification exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Reviews, analyzes, and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statues and County policies and procedures; receives all contract documents submitted for consideration by County Council and the County Executive; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews electronic document routing system actions for completeness and submits in compliance with established deadlines; maintains contracts and supporting documents that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to Fiscal Office for encumbrance of funds; submits contract documents to Department of Law for legal review; analyzes submission of notarized signature authority letter, determine and assign encumbrance numbers for new contracts and agreements.

- 20% +/- 10%
- Prepares and maintains contract database for County Council and County Executive and creates summaries; compiles a checklist summarizing contract, contract amendments, and agreements to provide for various board approvals; updates contract database with all contract activity for permanent record; creates various vouchers and certification requests; gathers and compiles contract, contract amendment, and agreement activity for statistical purposes.

- 15% +/- 10%
- Performs various administrative duties; types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents; updates and maintains information in contract management database; resolves discrepancies with the department that submitted the documents; assists and collaborates with coworkers on various special projects; researches and compiles information for records requests; monitors status of contracts, contract amendments, and agreements to provide up-to-date information; maintains hard copies of contracts based on compliance to the record retention schedule.

Contract Coordinator

10% +/- 5%

- Provides technical assistance and training to departments related to contract processing, various software, and policies and procedures.

10% +/- 5%

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

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, amendment certification, submitted certification, decertification, recertification requests; contract evaluation, history forms, contract covers, agreement covers, and various requests.
- Ability to comprehend a variety of reference books and materials including contract manuals, database manuals, and various other materials.

October 13, 2016

Contract Coordinator

- Ability to prepare letters, contract-related reports, vouchers, emails, certification request memo, contract checklist, presentation, contract covers, agreement covers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with directors, supervisors, elected officials, Assistant Law Directors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT J

Class Title:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

Essential Job Functions

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

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development).
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

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

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

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.

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 employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, 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 EXHIBIT K

Class Title:	Manager Application Design and Support	Class Number:	1053125
		Pay Grade:	15

Departments:	All departments
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Classification Function

The purpose of this classification is to plan, facilitate and manage the analysis, design, development, implementation and maintenance of major information systems for assigned application areas. This is a manager level position responsible for providing work direction, supervision and technical assistance to assigned analysts and programmers in projects and systems.

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 major systems projects including planning, scheduling and resource allocation (e.g. – interviews prospective application development employees and provides input; assigns programmers to projects and monitors progress; determines cost estimates and target dates; performs cost-benefit feasibility, and impact analysis; monitors project progress reports; monitors time against project tasks in project tracking system; approves system and user manuals including technical, documentation and operations instructions; provides employee evaluation input to project managers on programmer performance; approves application design and development).
- Provides supervision of assigned staff (e.g. – prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline discharge, salary increases, transfers and promotions; reviews, administers, and monitors service contracts).
- Coordinates the requirements of the user and system with the department including technical support and management personnel (e.g. – performs enterprise capacity planning; reviews collected information from users; oversees designs and system solutions under the guidance of standards; identifies alternative business solutions; approves input and output system requirements and graphic, narrative and data modeling of proposed solutions; determines hardware/software requirements; approves program specifications).
- Performs post-implementation assessment and maintenance (e.g. – consults with analysis in the development of test plan and test criteria; oversees Job Control Language and Procedures for production and test environments and analyzes clusters; performs problem resolution; allocates hierarchical and relational databases; approves program documentation according to standards; works with production control operations personnel in the implementation of programs).
- Keeps current on emerging technologies (e.g. – performs technology and software assessment; attends training; performs presentation of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids).
- Develops and maintains effective working relationships with a variety of individuals within and outside the department (e.g. – attends weekly meetings with supervisor; communicates with project managers, coworkers, vendors, staff, and customers; attends and participates in staff meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or computer science with five years previous experience in a data processing environment including database management. Must have knowledge of database and/or system design; or any equivalent combination of training and experience.

Additional Requirements

This classification has no special requirements.

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

- Ability to operate a variety of automated office machines including personal computers, mainframe computer, printer, monitors, modems, calculator, copier, fax machine, typewriter, and telephone.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including hardware software specifications, source materials, requests for proposals, proposals, budgets, computer periodicals, time sheets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals including Novell, Microsoft Office and X-base and computer hardware manuals, Ohio Revised Code, Ohio Department of Jobs and Family Services manual and personnel policy manuals.
- Ability to prepare employee performance evaluations, disciplinary reports, flow charts, program data forms, procedural manuals, department reports, 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 discipline, to advise directors and administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, County Information Services Center employees, governmental agencies, other County employees, consultants and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County Classification Specification

1053125

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 EXHIBIT L

Class Title:	Recruitment & Retention Manager	Class Number:	1053634
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's recruitment and retention program.

Essential Job Functions

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

- Manages the County's recruiting program (e.g.- manages the design, development and implementation of processes required to attract and place employees; works with departments to develop an understanding of their staffing needs; coordinates recruiting and timeline for each vacancy; coordinates job posting; oversees applicant tracking system to identify and track a qualified pool of candidates).
- Manages County's classification and compensation plan (e.g.- develops and manages the implementation of the County's classification and compensation plan; manages administrative rules governing the classification and compensation plan; manages the integration of additional organizations into the County's plan; safeguards the integrity of the job evaluation process; reviews job audit findings and assigns employees to proper classifications; responds to job audit questions and develops job audit finding communication; confers with and reviews departmental reorganization plans; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates salary surveys and pay structure revisions; manages development and revision of classification specifications; ensures consistency of minimum qualifications among classifications; presents findings and recommendations to the Human Resource Commission; confers on complex work problems).
- Assists the County Human Resource Director in administration of all County human resource services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; interprets personnel policies and procedures).
- May supervises lower level human resource staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of human resource experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, classification specifications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, classification specifications, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Executive, County Human Resource Director, directors, managers, supervisors, Human Resource Commission, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials 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 EXHIBIT M

Class Title:	Senior Contract Coordinator	Class Number:	1052141
		Pay Grade:	7

Departments:	Clerk of the Board, only
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Classification Function

The purpose of this classification is to serve as a lead worker over the Contract Coordinator and review and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statues and Commissioners' policies and procedures.

Essential Job Functions

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

- Functions as lead worker over lower level Contract Coordinator (e.g.- assigns work and reviews completed work assignments; provides job training and instruction).
- Reviews and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statues and Commissioners' policies and procedures. (e.g.- receives all contract documents submitted for consideration by the Board of County Commissioners; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews Board actions for completeness and submits to the Clerk of the Board to comply with established deadlines; maintains contracts that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to County Auditor for encumbrance of funds; submits contract documents to County Prosecutor for legal review; submits contract amendments to County Auditor; notarizes documents as required).
- Reviews established policies of the Board of County Commissioners to ensure compliance (applies five percent rule on all construction contract amendments to ensure proper authority; reviews procurement requirements including sole source, state contract, competitive bidding, request for proposals; ensures ADP Board approval as required).
- Functions as the liaison between the department, Office of the Clerk of the Board, County Auditor and County Prosecutor.
- Prepares and maintains contract database for Board of County Commissioners (e.g.- prepares weekly list of contract awards; prepares weekly contract list with detailed vendor information; updates contract database with all contract activity for permanent record).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; uses Microsoft Windows products produce and edit documents and reports; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains database of vendor insurance and workers compensation expiration dates and notifies vendor of same.
- Provides technical assistance to departments related to contract processing policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in legal administration with three years of related experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain Notary designation.

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

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

Supervisory Responsibilities

- Ability to assign, review and coordinate the work 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 contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, bid tabulation sheets, contract evaluation forms.
- Ability to comprehend a variety of reference books and materials including contract manuals, Ohio Revised Code and Request for Proposal manuals
- Ability to prepare letters, contract-related 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, and to follow instructions.
- Ability to communicate effectively with Director, supervisors, elected officials, 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.



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

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

DATE: July 12, 2018

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 July 11, 2018, 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 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
Sustainability Coordinator	1062311	7/Non-Exempt	Sustainability

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Associate Warden 1025501	13/Exempt	15/Exempt	Sheriff
Senior Building Rehabilitation Specialist 1021312	7/Non-Exempt	7/Non-Exempt (No Change)	Development
Building Rehabilitation Specialist Supervisor 1021313	10/Exempt (No Change)	10/Exempt (No Change)	Development
Data Systems Security Coordinator 1053182	11/Exempt	6B/Non-Exempt	Information Technology
Development Administrator 1055243	17/Exempt (No Change)	17/Exempt (No Change)	Development
Inspection and Permits Supervisor 1062231	12/Exempt (No Change)	12/Exempt (No Change)	Development

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Building Rehabilitation Specialist 1021311	6/Non-Exempt	Development	Building Rehabilitation Specialist 1021311
Contract Coordinator 1052140	4/Non-Exempt	Fiscal (OPD)	Contract Coordinator 1052140
Human Resource Specialist 1053713	14/Exempt	Human Resources	Human Resource Specialist 1053713
Manager Application Design and Support 1053125	15/Exempt	Information Technology	Manager Application Design and Support 1053125
Recruitment and Retention Manager 1053634	16/Exempt	Human Resources	Recruitment and Retention Manager 1053634
Senior Contract Coordinator 1052141	7/Non-Exempt	Fiscal (OPD)	Senior Contract Coordinator 1052141

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
 Rhonda Caldwell, Compensation Manager

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Jeanne Schmotzer, Clerk of Council
 Robert Triozzi, Law Director
 Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062311	Sustainability Coordinator	Department of Sustainability	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Sustainability based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Department of Sustainability
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Fiscal Impact:	PG 7 \$41,583.36 - \$58,237.92 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mike Foley, Director of Sustainability and Jonathan Zerulik, HR Analyst	4/4/2018	Email	Review of the draft
Mike Foley, Director of Sustainability and Jonathan Zerulik, HR Analyst	4/5/2018	Phone call	Discussed the changes to the draft

Jim Battigaglia, Archer Consultant	5/3/2018	Email	Pay Grade Evaluation
Kelli Neale, PO4	5/23/2018	Email	Provided project update

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sustainability Coordinator	Class Number:	1062311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Sustainability		

Classification Function

The purpose of this classification is to coordinate and implement sustainability programs for the County and to develop and maintain relationships with internal and external stakeholders.

Distinguishing Characteristics

This is an entry level classification with responsibility for coordinating sustainability programs and tracking related data. This classification works under a framework of defined 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.

- 40% +/- 10%
 - Coordinates and implements sustainability programs for the County; manages greenhouse gas emissions inventory database; coordinates with stakeholders to develop a climate change action plan; monitors data to ensure the County is on track to meet the climate change action plan's goals; collects and analyzes utilities data to track County emissions trends; distributes results of the analysis to the County stakeholders.
- 20% +/- 10%
 - Develops and maintains relationships with regional renewable energy development projects contacts, external stakeholders, and other County departments; provides regular communication and updates on sustainability programs; coordinates employee sustainability education and external project events; collaborates with the Communications and IT Departments to develop various marketing materials for general updates on programs and special events.
- 15% +/- 10%
 - Assists the Director of Sustainability in creating departmental goals; assists in developing a strategic plan to achieve departmental goals; tracks the department's strategic performance metrics; reports the progress of the goals to the director.
- 25% +/- 10%
 - Performs related administrative responsibilities; researches trends and developments in the field of sustainability; researches potential grant opportunities; drafts grants, requests for proposals (RFPs), and requests for information (RFIs); represents the County in various meetings; attends meetings, trainings, and conferences; assists with tracking the department budget.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental studies or a related field with one (1) year of environmental sustainability experience; or any equivalent combination of training and experience.

Sustainability Coordinator

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 legal documents, contracts, scientific data, and various environmental reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, federal and state laws pertaining to environmental sustainability, and general emission reduction goals.
- Ability to prepare correspondence, request for proposals (RFPs), request for information (RFIs), grant proposals, invoices, purchase orders, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret environmental sustainability, basic marketing, and legal terminology and language.
- Ability to communicate with the director, coworkers, other County employees, utility service employees, and external stakeholders.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025501	Associate Warden	Sheriff's Department	Exempt	13

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025501	Associate Warden	Sheriff's Department	Exempt	15

Requested By: Personnel Review Commission

Rationale: At the department's request, the essential functions were updated to reflect the expansion and scope of duties due to the regionalization of jails.
Pay grade increased by 2 levels.

No. of Employees Affected: None

Dept.(s) Affected: Sheriff's Department

Fiscal Impact: Step Placement TBD by HR.
Pay Grade 13: \$59,342.40 - \$83,054.40
Pay Grade 15: \$66,705.60 - \$93,392.00

Staffing Implications: None

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	5/3/2018	Email	Copied on Communications
Kelli Neale, HR	5/3/2018	Email Email	Copied on Communications
Hadiya Butler, HR	5/3/2018	Email	Copied on Communications
Kenneth Mills, Corrections Center Sheriff	3/27/2018 5/7/2018	Email Email	Review of Final Draft Follow Up
Clifford Pinkney, County Sheriff	3/27/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	5/16/2018 5/23/2018	Email Email	Pay Grade Evaluation Reminder for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Associate Warden	Class Number:	1025501
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to manage the day-to-day operations of County correctional facilities.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing and overseeing County correctional facilities including supervising Sergeants and ensuring safety and security of inmates and employees. Work is performed under general supervision of the Warden. The incumbent exercises initiative and discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%

• Manages day-to-day operations pertaining to staff administration, security, equipment, and property of County correctional facilities; makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures that necessary repair and work requests are made and completed; serves as initial on-scene commander during large scale crisis or emergency events; responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes, and other emergencies within the facilities; works to ensure operational effectiveness of facilities and confers with the Warden regarding operational problems.
- 25% +/- 10%

• Supervises Sergeants and other assigned personnel; 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 time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 10%

• Determines inmate disciplinary status at all county jails and makes appropriate decisions regarding status of individual inmates; performs weekly reviews of discipline status throughout the jails to ensure spaces (lockup, special housing) are properly managed; responds to and addresses inmate grievances and complaints (both formal and informal) at all county jails; directs and reviews investigations of incidents, disciplinary issues, complaints, and inmate grievances and gathers facts to document, report, and make recommendations regarding the problem; makes independent determinations of informal grievances escalating to the Warden only when needed; makes determinations of formal grievances and provides recommendations of action to the Warden.
- 5% +/- 2%

• Monitors and oversees implementation of jail's operating budget; monitors and oversees expenditures and purchases; projects upcoming budget expenditures; makes recommendations for cost savings; collaborates with the Warden regarding budget status.

Associate Warden

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; maintains records according to department standards; attends various trainings and meetings; researches and responds to inquiries and complaints from general public and ensures good public relations; communicates with employees at offsite county correctional facilities and provides guidance as necessary; acts as County liaison with other departments in the Regional Jail System; makes recommendations regarding policy and procedures changes to the Warden.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in criminal justice, public administration, business administration, behavioral sciences, correctional management, or related degree and five (5) years of experience in security, corrections, law enforcement, or military security; 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, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

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 evaluate, 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 grievance reports, security reports, safety reports, transfer request forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and relevant County, State, and Federal Laws.
- Ability to prepare work orders, security requests, policy and procedure documents, incident reports, training materials, budgetary reports, performance appraisals, disciplinary documents, time sheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Associate Warden

- Ability to use and interpret criminal justice terminology and language.
- Ability to communicate with supervisor, managers, coworkers, employees, representatives from other jails, police, hospitals, regulatory agencies, and the general public.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to violence and noise extremes.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021312	Senior Building Rehabilitation Specialist	Development	Non-Exempt	7

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021311	Building Rehabilitation Specialist	Development	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification. Education and experience requirements were updated to be consistent with other positions in the series.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 7: \$43,280.64 - \$60,635.33 Step Placement TBD by Human Resources Both incumbents currently within recommended pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/09/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/14/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor and Kenneth Surratt, Deputy Director	03/15/2018	Email	Classification questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager and Rhonda Caldwell, Compensation Manager	03/19/2018	Email	Answering HR's questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/02/2018	Email	Draft Reviews
Jeffery Zorc, Inspection and Permit Supervisor	04/17/2018	Phone call	Answering department questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager	04/23/2018	Email	Answering HR's questions

Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/24/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor	04/24/2018	Phone call	Answering department questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	05/03/2018	Email	Classification update
Jim Battigaglia, Archer Consultant	5/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a journey level classification with the responsibility to inspect both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. 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 frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

Essential Job Functions

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

- 45% +/- 10%

• Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.
- 35% +/- 10%

• Develops work specifications and cost estimates utilizing construction software; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to insure validity of the requests and associated costs; prepares change orders with client and contractor approval.
- 20% +/- 10%

• Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Building Rehabilitation Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

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 perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Building Rehabilitation Specialist

- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021313	Building Rehabilitation Specialist Supervisor	Development	Exempt	10

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021312	Building Rehabilitation Specialist Supervisor	Development	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robert Given, Building Rehabilitation Specialist Supervisor	03/06/2018	Email	CPQ Reminder
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/09/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/14/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor and Kenneth Surratt, Deputy Director	03/15/2018	Email	Classification questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager and Rhonda Caldwell, Compensation Manager	03/19/2018	Email	Answering HR's questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/02/2018	Email	Draft Reviews
Jeffery Zorc, Inspection and Permit Supervisor	04/17/2018	Phone call	Answering department questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager	04/23/2018	Email	Answering HR's questions

Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/24/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor	04/24/2018	Phone call	Answering department questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	05/03/2018	Email	Classification update
Jim Battigaglia, Archer Consultant	5/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist Supervisor	Class Number:	1021312
FLSA:	Exempt	Pay Grade:	10
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state, and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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%

- Supervises the Building Rehabilitation Specialist(s); assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; reviews and approves staff timesheets and mileage reports; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; provides information to answer staff questions and helps resolve conflicting issues as appropriate; conducts weekly staff meetings.

30% +/- 10%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to insure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

25% +/- 10%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.

Building Rehabilitation Specialist Supervisor

15% +/- 10%

- Performs related administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Building Rehabilitation Specialist Supervisor

- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053182	Data Systems Security Coordinator	Information Technology	Exempt	11

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053181	Data Systems Security Coordinator	Information Technology	Non-Exempt	6B

Requested By:	Personnel Review Commission
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Rationale:	This is a revised classification requested by the Department of Information Technology based on department need. This classification was last revised in 2007 and no longer reflects the work currently being performed. Therefore, the classification reflects the new essential functions and minimum qualifications of the position.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 11: \$53,379.46 – \$74,786.40 PG 6B: \$39,589.06 - \$55,416.19 Step Placement TBD by Human Resources Incumbent is within new recommended pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jason Snowbrick, Manager Network Engineering	5/2/2018	Email	Classification questions
Jason Snowbrick, Manager Network Engineering	5/2/2018	Phone call	Asking classification questions
Jason Snowbrick, Manager Network Engineering	5/2/2018	Email	Review draft
Jason Snowbrick, Manager Network Engineering and Michael Young, Director of IT	5/3/2018	Email	Review final draft
Jim Battigaglia, Archer Consultant	5/16/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Systems Security Coordinator	Class Number:	1053181
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to coordinate system user access for Health and Human Services (HHS) employees and assist with end user technology.

Distinguishing Characteristics

This is an entry level classification with responsibility for serving as the liaison between the County and the State of Ohio to coordinate system user access for HHS employees. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies and procedures.

Essential Job Functions

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

- 65% +/- 10%
 - Coordinates system user access for HHS employees; receives requests from managers and directors to change the system security access for County employees; receives requests from the HR Department to create new hire user profiles; completes appropriate forms and submits documentation to the State of Ohio; serves as the liaison between the County and the State of Ohio in regards to system user access; contacts the state for project updates; notifies management when the state has completed the request.
- 25% +/- 10%
 - Assists with end user technology including computers, printers, scanners, and mobile devices; provides basic computer training to the end users; moves and installs computers; troubleshoots technology issues; sets up new mobile phones.
- 10% +/- 5%
 - Serves as the State's Technical Point of Contact (TPOC); performs an annual audit on the HHS employees to verify the employees are still employed with the County and have the appropriate system access; completes reconciliation and returns the documents to the State of Ohio; receives and reviews new State Policies and Procedures for system user access.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of IT service support experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide 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 emails, 7078 Forms, Federal Tax Information Form, SETS User Access Form, iCase Forms, Network Relocation Forms, packaging slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State of Ohio guidelines, equipment manuals, software manuals, and ODJFS manuals.
- Ability to prepare memos, correspondence, 7078 Forms, SETS Reporting, SACWIS, SETS, and CRIS-E Reconciliation, 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 information technology terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, co-workers, other County employees, State of Ohio employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055243	Development Administrator	Development	Exempt	17

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055243	Development Administrator	Development	Exempt	17

Requested By:	Personnel Review Commission
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Rationale:	At the department's request, the essential functions were updated to be consistent with changes due to department restructuring. No change in pay grade.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Office of Development
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Fiscal Impact:	None No change in pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Melissa Foldesi, Compensation Manager	1/19/2018	Email	Copied on Communications
Kelli Neale, HR	1/19/2018 2/9/2018 4/11/2018 4/27/2018	Email Email	Copied on Communications Clarification Follow Up
Jonathan Zerulik, HR	1/19/2018 2/9/2018 4/11/2018 4/24/2018 4/27/2018	Email Email	Review of Final Draft Clarification Clarification Reminder Follow Up
Greg Huth, Deputy Chief, Development	1/19/2018 2/9/2018 4/11/2018 4/24/2018 4/27/2018	Email	Review of Final Draft Clarification Clarification Reminder Follow Up
Theodore Carter, Chief Economic Development Officer	1/19/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	5/3/2018 5/23/2018	Email Email	Pay Grade Evaluation Reminder for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Administrator	Class Number:	1055243
FLSA:	Exempt	Pay Grade:	17
Dept:	Development		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development or regulation and compliance.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department responsible for either economic development, community development, or regulation and compliance. This classification supervises subordinate staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. 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 and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; establishes, updates, and monitors execution of the department's strategies to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; oversees the processing of all qualifying economic development proposals; executes administrative and procurement processes to secure resources needed for strategy and resource work; monitors programs' regulatory compliance; maintains and updates program policies, specifications, terms, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates Director and Executive on all upcoming projects and estimated pipeline activity; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; advises Director and department management on key compliance issues; makes recommendations to Director and Executive on revision or creation of programs.

30% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers development financing programs; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; manages ongoing Loan Portfolio issues and action requirements; manages deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-ups; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises subordinate staff; plans, assigns, and reviews work; provides job training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; leads unit team meetings; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

10% +/- 5%

- Directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions.

5% +/- 2%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, finance or a related field with six (6) years of experience with community development, economic development or related field; 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 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 and training to other employees.
- Ability to solve and act on employee problems.

- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, 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 tax statements, loan applications and information, financial statements, financial projections, credit reports, appraisals and studies, architectural drawings, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Personnel Policies and Procedures Manual, various State and Federal Regulations and Guidelines, HUD regulations, ESEPA regulations, CDBG regulations, the Ohio Revised Code, and the Federal Register.
- Ability to prepare loan analysis, annual loan summary, loan portfolio reports, strategic plans, tax abatement reports, compliance reports, legislation, grant summary reports, correspondence, project descriptions, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 legal, accounting, and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, municipal employees, members of external businesses and organizations, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062231	Inspection and Permits Supervisor	Development	Exempt	12

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062231	Inspection and Permits Supervisor	Development	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2006. The classification information has been updated and placed into the new format.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 12: \$56,370.91 – \$78,923.52 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	5/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Inspection and Permits Supervisor	Class Number:	1062231
FLSA:	Exempt	Pay Grade:	12
Dept:	Development		

Classification Function

The purpose of this classification is to coordinate field inspections of maintained utilities and project inspections of new construction as well as supervise assigned staff.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for coordinating field inspections of maintained utilities and project inspections of new construction within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases.

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 assigned staff involved in inspection program, permit issuance, and building rehabilitation projects; assigns and reviews work; provides instruction to employees; maintains work standards; responds to employee problems; completes performance appraisals; recommends and implements disciplinary procedures. 35% +/- 10%
- Coordinates field inspections of maintained utilities and project inspections of new construction; assigns inspectors to various assignments; ensures that new structures are completed in compliance with approved plans and uniform standards; ensures that new structures meet required tests; reviews inspector's daily reports and construction plans. 35% +/- 10%
- Reviews and recommends approval of permit requests; reviews permit requests; reviews contractor's Sewer Builder License requests and makes recommendations; maintains project files, sewer records and as-built construction plans. 30% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in the building trades with six (6) years of inspection or construction 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, calculator, telephone and copier.

Inspection and Permits Supervisor

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including inspection reports, sewer inspection summary, construction plans, contractor's license applications, invoices, inspection and permit fee structure, payroll, employment applications, time sheets, monthly reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, safety manuals, construction manuals, and materials manuals.
- Ability to prepare purchase orders, pre-construction meeting minutes, performance reports, gas reports, monthly and annual reports, correspondence 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 the work of other employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret construction, mechanical, electrical, and basic engineering terminology and language.
- Ability to communicate with directors, managers, supervisors, engineers, inspectors, contractors, other County employees, and the general public.

Inspection and Permits Supervisor

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 DELETED CLASSIFICATIONS

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

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Jonathan Zerulik, HR Manager
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Management Contact(s):	Kenneth Surratt, Deputy Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

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

Additional Requirements for all levels

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Building Rehabilitation Specialist

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

Environmental Adaptability

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

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052140	Contract Coordinator	Fiscal (OPD)	Non-Exempt	4

Requested By:	Personnel Review Commission
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Rationale:	This position is no longer administratively necessary as it has been vacant for years and the department as no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	OPD
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Yolanda Guzman, HR Business Partner
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Management Contact(s):	Lenora Lockett, Director of Office of Procurement and Diversity
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Classification Function

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

Distinguishing Characteristics

This is an entry level classification. The incumbents receive immediate supervision progressing to general supervision as experience is gained. Incumbents in this classification exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

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

Contract Coordinator

10% +/- 5%

- Provides technical assistance and training to departments related to contract processing, various software, and policies and procedures.

10% +/- 5%

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

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, amendment certification, submitted certification, decertification, recertification requests; contract evaluation, history forms, contract covers, agreement covers, and various requests.
- Ability to comprehend a variety of reference books and materials including contract manuals, database manuals, and various other materials.

Contract Coordinator

- Ability to prepare letters, contract-related reports, vouchers, emails, certification request memo, contract checklist, presentation, contract covers, agreement covers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with directors, supervisors, elected officials, Assistant Law Directors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053713	Human Resource Specialist	HR	Exempt	14

Requested By:	Personnel Review Commission
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Rationale:	This position is no longer administratively necessary as it is vacant, and the department has no intention of using this classification in the future. The essential functions have been redistributed to other positions (classified and unclassified).
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No. of Employees Affected:	None
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Dept.(s) Affected:	HR
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Douglas Dykes, Chief Talent Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

Essential Job Functions

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

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development).
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

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

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

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.

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 employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053125	Manager Application Design and Support	IT	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	This position is no longer administratively necessary. It is vacant, and the department has no intention of using this classification as the essential functions have been redistributed to other positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	IT
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager Application Design and Support	Class Number:	1053125
		Pay Grade:	15

Departments:	All departments
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Classification Function

The purpose of this classification is to plan, facilitate and manage the analysis, design, development, implementation and maintenance of major information systems for assigned application areas. This is a manager level position responsible for providing work direction, supervision and technical assistance to assigned analysts and programmers in projects and systems.

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 major systems projects including planning, scheduling and resource allocation (e.g. – interviews prospective application development employees and provides input; assigns programmers to projects and monitors progress; determines cost estimates and target dates; performs cost-benefit feasibility, and impact analysis; monitors project progress reports; monitors time against project tasks in project tracking system; approves system and user manuals including technical documentation and operations instructions; provides employee evaluation input to project managers on programmer performance; approves application design and development).
- Provides supervision of assigned staff (e.g. – prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline discharge, salary increases, transfers and promotions; reviews, administers, and monitors service contracts).
- Coordinates the requirements of the user and system with the department including technical support and management personnel (e.g. – performs enterprise capacity planning; reviews collected information from users; oversees designs and system solutions under the guidance of standards; identifies alternative business solutions; approves input and output system requirements and graphic, narrative and data modeling of proposed solutions; determines hardware/software requirements; approves program specifications).
- Performs post-implementation assessment and maintenance (e.g. – consults with analysis in the development of test plan and test criteria; oversees Job Control Language and Procedures for production and test environments and analyzes clusters; performs problem resolution; allocates hierarchical and relational databases; approves program documentation according to standards; works with production control operations personnel in the implementation of programs).
- Keeps current on emerging technologies (e.g. – performs technology and software assessment; attends training; performs presentation of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids).
- Develops and maintains effective working relationships with a variety of individuals within and outside the department (e.g. – attends weekly meetings with supervisor; communicates with project managers, coworkers, vendors, staff, and customers; attends and participates in staff meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or computer science with five years previous experience in a data processing environment including database management. Must have knowledge of database and/or system design; or any equivalent combination of training and experience.

Additional Requirements

This classification has no special requirements.

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

- Ability to operate a variety of automated office machines including personal computers, mainframe computer, printer, monitors, modems, calculator, copier, fax machine, typewriter, and telephone.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including hardware software specifications, source materials, requests for proposals, proposals, budgets, computer periodicals, time sheets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals including Novell, Microsoft Office and X-base and computer hardware manuals, Ohio Revised Code, Ohio Department of Jobs and Family Services manual and personnel policy manuals.
- Ability to prepare employee performance evaluations, disciplinary reports, flow charts, program data forms, procedural manuals, department reports, 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 discipline, to advise directors and administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, County Information Services Center employees, governmental agencies, other County employees, consultants and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County Classification Specification

1053125

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053634	Recruitment and Retention Manager	HR	Exempt	16

Requested By: Personnel Review Commission

Rationale: This position is no longer administratively necessary as it has been vacant since 2015. The department has no intention of using this classification as the essential functions have been redistributed to other positions (classified and unclassified).

No. of Employees Affected: None

Dept.(s) Affected: HR

Fiscal Impact: None

Staffing Implications: None

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

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

Management Contact(s): Douglas Dykes, Chief Talent Officer

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Recruitment & Retention Manager	Class Number:	1053634
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's recruitment and retention program.

Essential Job Functions

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

- Manages the County's recruiting program (e.g.- manages the design, development and implementation of processes required to attract and place employees; works with departments to develop an understanding of their staffing needs; coordinates recruiting and timeline for each vacancy; coordinates job posting; oversees applicant tracking system to identify and track a qualified pool of candidates).
- Manages County's classification and compensation plan (e.g.- develops and manages the implementation of the County's classification and compensation plan; manages administrative rules governing the classification and compensation plan; manages the integration of additional organizations into the County's plan; safeguards the integrity of the job evaluation process; reviews job audit findings and assigns employees to proper classifications; responds to job audit questions and develops job audit finding communication; confers with and reviews departmental reorganization plans; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates salary surveys and pay structure revisions; manages development and revision of classification specifications; ensures consistency of minimum qualifications among classifications; presents findings and recommendations to the Human Resource Commission; confers on complex work problems).
- Assists the County Human Resource Director in administration of all County human resource services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; interprets personnel policies and procedures).
- May supervises lower level human resource staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of human resource experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, classification specifications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, classification specifications, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Executive, County Human Resource Director, directors, managers, supervisors, Human Resource Commission, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052141	Senior Contract Coordinator	Fiscal (OPD)	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: This position is no longer administratively necessary as it has been vacant for years and the department has no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.

No. of Employees Affected: None

Dept.(s) Affected: OPD

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Yolanda Guzman, HR Business Partner

Management Contact(s): Lenora Lockett, Director of Office of Procurement and Diversity

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Contract Coordinator	Class Number:	1052141
		Pay Grade:	7

Departments: Clerk of the Board, only

Classification Function

The purpose of this classification is to serve as a lead worker over the Contract Coordinator and review and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statutes and Commissioners' policies and procedures.

Essential Job Functions

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

- Functions as lead worker over lower level Contract Coordinator (e.g.- assigns work and reviews completed work assignments; provides job training and instruction).
- Reviews and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statutes and Commissioners' policies and procedures. (e.g.- receives all contract documents submitted for consideration by the Board of County Commissioners; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews Board actions for completeness and submits to the Clerk of the Board to comply with established deadlines; maintains contracts that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to County Auditor for encumbrance of funds; submits contract documents to County Prosecutor for legal review; submits contract amendments to County Auditor; notarizes documents as required).
- Reviews established policies of the Board of County Commissioners to ensure compliance (applies five percent rule on all construction contract amendments to ensure proper authority; reviews procurement requirements including sole source, state contract, competitive bidding, request for proposals; ensures ADP Board approval as required).
- Functions as the liaison between the department, Office of the Clerk of the Board, County Auditor and County Prosecutor.
- Prepares and maintains contract database for Board of County Commissioners (e.g.- prepares weekly list of contract awards; prepares weekly contract list with detailed vendor information; updates contract database with all contract activity for permanent record).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; uses Microsoft Windows products produce and edit documents and reports; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains database of vendor insurance and workers compensation expiration dates and notifies vendor of same.
- Provides technical assistance to departments related to contract processing policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in legal administration with three years of related experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain Notary designation.

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

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

Supervisory Responsibilities

- Ability to assign, review and coordinate the work 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 contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, bid tabulation sheets, contract evaluation forms.
- Ability to comprehend a variety of reference books and materials including contract manuals, Ohio Revised Code and Request for Proposal manuals
- Ability to prepare letters, contract-related 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, and to follow instructions.
- Ability to communicate effectively with Director, supervisors, elected officials, 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Sustainability Coordinator	1062311	N/A	7/Exempt	Sustainability	This is a new classification requested by the Department of Sustainability based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Associate Warden	1025501	13/Exempt	15/Exempt	Sheriff	At the department's request, the essential functions were updated to reflect the expansion and scope of duties due to the regionalization of jails. Pay grade increased by 2 levels.
Senior Building Rehabilitation Specialist	1021312	7/Non-Exempt	7/Non-Exempt (No Change)	Development	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification. Education and experience requirements were updated to be consistent with other positions in the series.
Building Rehabilitation Specialist Supervisor	1021313	10/Exempt	10/Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series.
Data Systems Security Coordinator	1053182	11/Exempt	6B/Non-Exempt	Information Technology	This is a revised classification requested by the Department of Information Technology based on department need. This classification was last revised in 2007 and no longer reflects the work currently being performed. Therefore, the classification reflects the new essential functions and minimum qualifications of the position.
Development Administrator	1055243	17/Exempt	17/Exempt (No Change)	Development	At the department's request, the essential functions were updated to be consistent with changes due to department restructuring. No change in pay grade.
Inspection and Permits Supervisor	1062231	12/Exempt	12/Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2006. The classification information has been updated and placed into the new format.
<u>DELETE</u>					
Building Rehabilitation Specialist	1021311	6/Non-Exempt	N/A	Development	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification.

Contract Coordinator 1052140	1052140	4/Non-Exempt	N/A	Fiscal (OPD)	This position is no longer administratively necessary as it has been vacant for years and the department has no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.
Human Resource Specialist	1053713	14/Exempt	N/A	Human Resources	This position is no longer administratively necessary as it is vacant, and the department has no intention of using this classification in the future. The essential functions have been redistributed to other positions (classified and unclassified).
Manager Application Design and Support	1053125	15/Exempt	N/A	Information Technology	This position is no longer administratively necessary. It is vacant, and the department has no intention of using this classification as the essential functions have been redistributed to other positions.
Recruitment and Retention Manager	1053634	16/Exempt	N/A	Human Resources	This position is no longer administratively necessary as it has been vacant since 2015. The department has no intention of using this classification as the essential functions have been redistributed to other positions (classified and unclassified).
Senior Contract Coordinator	1052141	7/Non-Exempt	N/A	Fiscal (OPD)	This position is no longer administratively necessary as it has been vacant for years and the department has no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0161

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018 as follows:

- i) Cuyahoga County District Board of Health;
- ii) Cuyahoga County Convention Facilities Development Corporation;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Southeast Emergency Communications Center;
- v) Village of Highland Hills;
- vi) Village of Mayfield;
- vii) Village of Walton Hills; and

WHEREAS, the Cuyahoga County Benefits Regionalization Program allows smaller political entities to partner with the County's Benefits program providing rate stabilization, potential rate reductions and bargaining leverage for health benefits; and

WHEREAS, the funding for this project will come from the County's Hospitalization Self-Insurance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018 as follows:

- i) Cuyahoga County District Board of Health;
- ii) Cuyahoga County Convention Facilities Development Corporation;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Southeast Emergency Communications Center;
- v) Village of Highland Hills;
- vi) Village of Mayfield; and
- vii) Village of Walton Hills.

SECTION 2. That the County Executive is authorized to execute the amendments and all other documents consistent with this Resolution.

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

SECTION 4. 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: July 24, 2018

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

Journal _____
_____, 2018