



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, DECEMBER 4, 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 OCTOBER 30, 2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2018-0241: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. 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, OCTOBER 30, 2018

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

10:00 AM

1. CALL TO ORDER

Vice Chairman Gallagher called the meeting to order at 10:03 a.m.

2. ROLL CALL

Mr. Gallagher asked Assistant Deputy Clerk Johnson to call the roll. Committee members Gallagher, Miller and Conwell were in attendance and a quorum was determined. Committee member Jones and Chairwoman Brown entered the meeting after the roll-call was taken.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE OCTOBER 2, 2018 MEETING

A motion was made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the October 2, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2018-0209: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 11/16/2018 - 11/15/2023, and declaring the necessity that this Resolution become immediately effective:

- i. Appointment:
 - a) Michael R. Sliwinski
- ii. Reappointments:
 - a) Donald N. Jaffe
 - b) Richard T. Prasse

Mr. Donald N. Jaffe, Mr. Richard T. Prasse and Mr. Michael R. Sliwinski addressed the Committee regarding their nomination to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees. Discussion ensued.

Committee members asked questions of Messrs. Jaffe, Prasse, and Sliwinski pertaining to their experience, expertise and qualifications, which they answered accordingly.

Mr. Kahlil Seren, Research and Policy Analyst, addressed the Committee regarding Resolution No. R2018-0209. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2018-0209 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) R2018-0211: 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. R2018-0211. Discussion ensued.

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0211 was considered and approved by majority vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, with Mr. Gallagher casting a dissenting vote.

- c) R2018-0215: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i. Appointments for the term 7/1/2018 - 6/30/2021:
 - a) William Moore
 - b) Dan O'Malley
 - c) Shana Marbury
 - d) Deborah Vesey
 - ii. Reappointments for an unexpired term ending 6/30/2020:
 - a) Camille Ali
 - b) William H. Gary, Sr.
 - c) David J. Wondolowski
 - iii. Reappointments for an unexpired term ending 6/30/2021:
 - a) Susan M. Sheehan
 - b) Jason Shank
 - c) David Merriman
 - d) Michael Jeans
 - e) LaToya M. Smith

Mr. William Moore, Mr. Dan O'Malley, Ms. Deborah Vesey, Mr. William H. Gary, Sr., Mr. David J. Wondolowski, Mr. Jason Shank, Mr. David Merriman and Mr. Michael Jeans addressed the Committee regarding their nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.

Committee members asked questions of Mr. Moore, Mr. O' Malley, Ms. Vesey, Mr. Gary, Mr. Wondolowski, Mr. Shank, Mr. Merriman and Mr. Jeans pertaining to their experience, expertise and qualifications, which they answered accordingly.

Ms. Michele Pomerantz, Director of Regional Collaboration; and Ms. Grace Kilbane, Executive Director of the Cleveland/ Cuyahoga County Workforce Development Board, addressed the Committee regarding Resolution No. R2018-0215. Discussion ensued.

Committee members asked questions of Ms. Pomerantz and Ms. Kilbane pertaining to the item, which they answered accordingly.

In lieu of their attendance, Ms. Shana Marbury and Ms. LaToya M. Smith submitted a written statement to the Committee.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2018-0215 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 11:44 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0241

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, 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 November 7, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through X) 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 New Classifications:

- Exhibit A: Class Title: *Administrative Assistant*
Number: 1011122
Pay Grade: 4A/Non-Exempt
- Exhibit B: Class Title: *Administrative Associate*
Number: 1011121
Pay Grade: 2A/Non-Exempt
- Exhibit C: Class Title: *Administrative Supervisor*
Number: 1011124
Pay Grade: 7A/Non-Exempt
- Exhibit D: Class Title: *Forensic Scientist 1- Drug Chemistry*
Number: 1071251
Pay Grade: 10A/Exempt
- Exhibit E: Class Title: *Forensic Scientist 3- Trace Evidence*
Number: 1071263
Pay Grade: 13A/Exempt
- Exhibit F: Class Title: *Senior Administrative Assistant*
Number: 1011123
Pay Grade: 5A/Non-Exempt

Proposed Revised Classifications:

- Exhibit G: Class Title: *Administrative Officer*
Class Number: 1052121
Pay Grade: 11A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2012.
The specification was updated into the new format, but no substantive changes were made.
- Exhibit H: Class Title: *Forensic Scientist 1- Fingerprint*
Class Number: 1071231
Pay Grade: 10A/Exempt (No Change)
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
- Exhibit I: Class Title: *Forensic scientist 2- Drug Chemistry*
Class Number: 1071251
Pay Grade: 11A/Exempt (No Change)

* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit J: Class Title: *Forensic Scientist 2- Fingerprint*
Class Number: 1071232
Pay Grade: 11A/Exempt (No Change)
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit K: Class Title: *Forensic Scientist 3- Drug Chemistry*
Class Number: 1071252
Pay Grade: 13A/Exempt
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit L: Class Title: *Forensic Scientist 3- Fingerprint*
Class Number: 1071233
Pay Grade: 13A/Exempt
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit M: Class Title: *Hotel/Motel Audit Supervisor*
Class Number: 1055134
Pay Grade: 11A/Exempt
* Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.

Exhibit N: Class Title: *Senior Administrative Officer*
Class Number: 1052122
Pay Grade: 13A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format, but no substantive changes were made.

Proposed Deleted Classifications:

Exhibit O: Class Title: *Dietitian*
Class Number: 1031222
Pay Grade: 11A/Exempt

- Exhibit P: Class Title: *Legal Clerk 1*
Class Number: 1013411
Pay Grade: 2A/Non-Exempt
- Exhibit Q: Class Title: *Legal Clerk 2*
Class Number: 1013412
Pay Grade: 3A/Non-Exempt
- Exhibit R: Class Title: *Permit Clerk*
Class Number: 1011131
Pay Grade: 3A/Non-Exempt
- Exhibit S: Class Title: *Process Server*
Class Number: 1025101
Pay Grade: 3A/Non-Exempt
- Exhibit T: Class Title: *Registered Nurse*
Class Number: 1054111
Pay Grade: 8A/Non-Exempt
- Exhibit U: Class Title: *Senior Case Control Supervisor*
Class Number: 1014414
Pay Grade: 14A/Exempt
- Exhibit V: Class Title: *Senior Data Processor Supervisor*
Class Number: 1011215
Pay Grade: 10A/Exempt
- Exhibit W: Class Title: *Social Services Clinical Coordinator*
Class Number: 1056241
Pay Grade: 11A/Exempt
- Exhibit X: Class Title: *Word Processor*
Class Number: 1011511
Pay Grade: 2A/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: November 27, 2018

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Assistant	Class Number:	1011122
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments		

Exhibit A

Classification Function

The purpose of this classification is to assist a County unit or department by providing support with administrative functions.

Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to County department or unit. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations. This class is distinguished from the Clerk by its increased responsibility and ability to work independently as well as a broader range of more complex administrative tasks.

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%

• Assists a County unit or department with administrative functions; communicates administrator or manager's decisions to employees; monitors and coordinates assigned department activities; composes responses to correspondence and requests for information; gathers information and statistics and prepares reports for department's use; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 25% +/- 10%

• Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%

• Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Administrative Assistant

25% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) year of administrative support 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, copier, printer, telephone, and fax machine.

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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, address changes, applications, memos, drafts of documents, resolutions, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Associate	Class Number:	1011121
FLSA:	Non-Exempt	Pay Grade:	2A
Dept:	All departments		

Exhibit B

Classification Function

The purpose of this classification is to provide routine clerical assistance to the assigned County department.

Distinguishing Characteristics

This is an entry level administrative position that is responsible for performing routine clerical duties to provide support to a County department. This classification works under close direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

- 25% +/- 10%
• Prepares routine documents and copies of documents supporting office activities using standard office equipment; prepares and edits various non-technical and routine documents using word processing, spreadsheet, database, or presentation software; performs data entry; gathers information and compiles routine reports; duplicates and collates documents; distributes documents to appropriate parties.
- 25% +/- 10%
• Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.
- 25% +/- 10%
• Completes routine clerical tasks as associated with agency services and programs; issues permits and licenses; assists customers with completing forms and applications; accepts applications; performs money transactions; collects fees; issues receipts; checks materials in or out.
- 25% +/- 10%
• Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma; 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, copier, printer, telephone, and fax machine.

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 billing invoices, deposit slips, receipts, basic spreadsheets, warrants, court orders, address changes, applications, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, routine correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, management, coworkers, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Supervisor	Class Number:	1011124
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All departments		

Exhibit C

Classification Function

The purpose of this classification is to supervise office personnel performing clerical and administrative functions and to organize and coordinate office operations and procedures to ensure effectiveness and efficiency.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising clerical office personnel and facilitating the efficient functioning of an office through performance of a range of administrative and supervisory tasks. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Directly supervises clerical support staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 30% +/- 10%
- Organizes and coordinates day-to-day office operations and procedures; participates in and ensures completion of departmental and workgroup goals and objectives; evaluates efficiency of office work flow; determines strategies to resolve issues, enhance processes, and increase work flow efficiency; develops and implements office policies and procedures for clerical functions of office; receives and reviews recommendations for procedure changes; communicates procedures to employees.

- 10% +/- 5%
- Performs and manages data entry, data processing, and record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Administrative Supervisor

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and groups; receives and responds to requests for information from various agencies; keeps informed of provisions of labor-management agreements and their effects on departmental operations; handles clients' complaints and queries; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and five (5) years of administrative support 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.

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 billing invoices, work orders, receipts, spreadsheets, daily and monthly logs and reports, client case records, union contracts, applications, memos, union contracts, summary reports, records requests, time sheets, performance appraisals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures manuals, and clerical procedures guidelines.

Proposed DATE:

Administrative Supervisor

- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, status reports, data forms, purchase orders, timesheets, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, providers, consultants, internal and external agencies, clients, elected officials, other County employees, and the general public

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Drug Chemistry	Class Number:	1071251
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

EXHIBIT D

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of drug evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting **with** recognition, collection, and analysis of drug evidence. Positions in this class are expected to **successfully** complete a training program and then independently perform duties using **standard methods and techniques**. Employees receive close instruction and assistance but are expected to become **fully aware of established** departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 40% +/- 10%

• Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.
- 40% +/- 10%

• Prepares and performs **chemical analysis** on the drug evidence; weighs contents of evidence; performs **chemical and instrumental analysis**; records observations; reviews, analyzes, and compiles **instrument data**; enters **analytical results** into the computer database; compiles case records.
- 15% +/- 5%

• Performs regular **maintenance** of the Drug Chemistry laboratory spaces and equipment; stocks laboratory **supplies**; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate **calibrations and/or system checks and maintenance** on all instruments such as FTIR, GC/MS and **other laboratory equipment** used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 5% +/- 2%

• Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Trace Evidence	Class Number:	1071263
FLSA:	Non-Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Exhibit E

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 20% +/- 10%
 - Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 20% +/- 10%
 - Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 10%
 - Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Assistant	Class Number:	1011123
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	All departments		

Exhibit F

Classification Function

The purpose of this classification is to coordinate the work of clerical support staff and to assist higher level administrators or managers by providing support with administrative functions.

Distinguishing Characteristics

This is a journey-level administrative position. Employees in this class may serve as a lead worker of lower-level administrative or office support staff. This classification works under general supervision and within a well-defined framework of policies and procedures but with increased independence and responsibility. This class is distinguished from the Administrative Assistant by its lead worker function and a wider variety of diverse and complex administrative tasks.

Essential Job Functions

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

- 30% +/- 10%
- Assists higher level administrator, director, department, and/or division with administrative functions; coordinates and monitors assigned department/division activities; composes responses to correspondence and requests for information; researches and evaluates information and prepares reports for administrator or department's/division's use; provides recommendations based on research to assist administrator or department/division; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 20% +/- 10%
- Performs higher-level administrative duties to support business functions of office; organizes conferences and meetings; maintains office calendar; serves as liaison with various offices and departments; researches and prepares data for budget inclusion; monitors spending and maintains fiscal and budget records; processes financial documents and bills for payment; prepares contracts and vendor paperwork.
- 10% +/- 5%
- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

10% +/- 5%

- Acts as lead worker over lower-level administrative or office support staff; coordinates, assigns, and prioritizes the work of clerical support staff; provides training and instruction to lower level staff; ensures work is performed according to established standards; responds to employee problems as necessary.

20% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and three (3) years of administrative support 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, copier, printer, telephone, and fax machine.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide 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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, budget reports, address changes, applications, memos, drafts of documents, resolutions, requests for proposals, contracts, correspondence, and other reports and records.

Senior Administrative Assistant

- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, purchasing documents, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Officer	Class Number:	1052121
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Exhibit G

Classification Function

The purpose of this classification is to assist higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting higher level administrator plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

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%

• Assists higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division, sub-division, or program with a budget of \$15 million or less; establishes and implements procedures for division, sub-division, or program consistent with current policy; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; assists with the development of department policies; assists with budget preparation and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%

• Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer and discipline.
- 20% +/- 10%

• Functions as administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

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.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including annual reports, budgetary reports, public hearing notices, budgetary forms, employee performance evaluations, trip/travel reports, invoices, drafts of documents, letters, memoranda, permit applications, grant applications, contracts, Board resolutions, requests for proposal, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Register, software manuals and computer manuals.
- Ability to prepare employee performance evaluations, attendance reports, payroll documents, vouchers, supplies inventory, purchasing documents, letters, memoranda, Board Actions or Resolutions, requests for proposal, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with the director, department managers, other County employees, service providers and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	1071231
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Exhibit H

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of fingerprint evidence and the identification of individuals.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of fingerprint evidence and the identification of individuals. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 45% +/- 10%
 - Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.
- 30% +/- 10%
 - Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.
- 15% +/- 5%
 - Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Drug Chemistry	Class Number:	1071252
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Exhibit I

Classification Function

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 40% +/- 10%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 25% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
 - Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Forensic Scientist 2 – Drug Chemistry

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Fingerprints	Class Number:	1071232
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Exhibit J

Classification Function

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

45% +/- 10%

- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.

15% +/- 5%

- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

15% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

Forensic Scientist 2 – Fingerprints

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Drug Chemistry	Class Number:	1071253
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Exhibit K

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of drug evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 40% +/- 10%
 - Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Fingerprints	Class Number:	1071233
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Exhibit L

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 30% +/- 10%

• Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 15% +/- 5%

• Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.
- 15% +/- 5%

• Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hotel/Motel Audit Manager	Class Number:	1055141
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Exhibit M

Classification Function

The purpose of this classification is to manage and oversee the performance of the day-to-day functions of County Hotel/Motel Bed Tax unit in the Fiscal Office in the collection, balancing, and distribution of bed tax returns and revenues; this classification oversees staff in conducting of audits, reviewing tax returns, collecting payments, and distributing bed taxes resulting from audits.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Hotel/Motel Bed Tax unit in the Accounting Division of the Fiscal Office. This class works under direction from the Controller, and is responsible for ensuring timely and accurate hotel bed tax collection, balancing, and distribution.

Essential Job Functions

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

50% +/- 10%

- Supervises lower level employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems, approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor's office or Law Department in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.

10% +/- 10%

- Oversees the monthly hotel tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly hotel tax audit revenue collections according to the Ohio Code of Regulations (OCR).

10% +/- 5%

- Communicates with vendors and hotel representatives to provide information regarding the OCR.

10% +/- 5%

- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guess without notifying the Fiscal Office.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, business administration, or a related field with five (5) years experience in bookkeeping, accounting or a related field; or any equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Hotel/Motel Audit Manager

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting, regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, and other County Employees..

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Officer	Class Number:	1052122
FLSA:	Exempt	Pay Grade:	13
Dept:	All departments		

Exhibit N

Classification Function

The purpose of this classification to assist a director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$30 million.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting a director, deputy director, or social program administrator plan, direct, and coordinate a division or sub-division with a budget greater than \$30 million. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

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%

• Assists director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$ 30 million; develops and implements policies and procedures for division, sub-division, or program; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; recommends and assists with the development of department policies; prepares budget and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%

• Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer, and discipline.
- 20% +/- 10%

• Functions as director's, deputy director's, or social program administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with nine (9) years of administrative experience; or an equivalent combination of education, 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.

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 apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including contracts, purchase orders, blueprints, job applications, statistical reports, budget reports, personnel actions, grant applications, time sheets, 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 guidelines, technical periodicals, and Federal regulations.
- Ability to prepare Board of County Commissioners actions, correspondence, budgets, performance appraisals, contracts, memos, statistical reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and governmental business terminology and language.
- Ability to communicate effectively with clients, subordinates, supervisors, contractors, elected officials, other County and State personnel, consultants and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dietitian	Class Number:	1031222
		Pay Grade:	11

Departments: Human Services/Senior & Adult, only

EXhibit O

Classification Function

The purpose of this classification is to manage and direct dietary services for County institution and supervises food service supervisor and clerical support personnel assigned to dietary services.

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 and directs dietary services for County institution (e.g.- plans and monitors special dietary needs and treatment plans; maintains standards of safety and sanitation in accordance with State and Federal regulations; develops and issues dietary policies and procedures; conducts quality assurance testing and prepares related documentation).
- Supervises food service supervisor and clerical support personnel assigned to dietary services (e.g.- plans and coordinates work of dietary department; assigns and reviews work maintaining work standards; provides instruction to employees; responds to employee problems; recommends employees for selection, transfer, promotion, discipline, discharge and salary increase; develops bi-weekly work schedules; prepares bi-weekly payroll records).
- Plans and monitors regular and special diets to comply with clinical orders, treatment plans and State and Federal regulations (e.g.- writes regular and therapeutic diets; ensures diets are prepared according to clinical orders; assesses and counsels patients in their dietary program; documents patient charts).
- Coordinates food service operations (e.g.- order food, supplies and equipment for Dietary Department; write specifications for all food and supplies; maintains adequate inventory of all food and supplies).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered dietitian licensed by the Ohio Board of Dietetics. American Dietary Association registration required. Three years of institutional dietetics experience.

Additional Requirements

Annual renewal of license and registration required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and calculator.
- Ability to utilize weight scales and other measuring tools in portioning of food.
- Ability to utilize kitchen equipment including food processor, steamers and ovens in the preparation of food.

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, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including purchase orders, invoices, employee leave requests, payroll records and reports, employment applications, patient records and charts, laboratory reports, admission information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ross Medical Nutrition System manual, Food Medication Interactions manual, medical reference books, dietary manuals, Institutional Meat Purchasing Specification Manual, computer manuals, and personnel policy manuals.
- Ability to prepare purchase orders, work schedules, performance evaluations, attendance reports, nutritional assessments, Plan of Care, resident weight charts, progress notes, menus, recipes and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret clinical dietetics terminology and language.
- Ability to communicate with dietary employees, administrator, residents, family members, other nursing home staff, and others.

Environmental Adaptability

- Work is typically performed in a food service/kitchen environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 1	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Clerk of Courts		

Exhibit P

Classification Function

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

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

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%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

Language Ability & Interpersonal Communication

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 2	Class Number:	1013412
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Clerk of Courts		

Exhibit Q

Classification Function

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

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%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

Language Ability & Interpersonal Communication

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Exhibit R

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. 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.

- 50% +/- 10%
- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

- 30% +/- 10%
- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

- 20% +/- 10%
- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Process Server	Class Number:	1025101
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Sheriff's Department		

Exhibit S

Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher level employees.

Essential Job Functions

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

- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document. 70% +/- 10%
- Performs back-up for other Process Servers, when necessary. 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts. 10% +/- 5%
- Testifies in court when ordered regarding the results of the service. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Drivers license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to drive a motor vehicle.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

Environmental Adaptability

- Work is typically performed outdoors, subject to heat, cold and traffic.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Registered Nurse	Class Number:	1054111
		Pay Grade:	8

Departments:	Human Services/Senior and Adult Services, Justice Affairs.only	<i>Exhibit T</i>
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Classification Function

The purpose of this classification is to coordinate patient care given on floor or unit of County Nursing Home or patients residing at the Youth Detention Center, and to function as lead worker over licensed practical nurses (LPN) and nurses aides.

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 nursing activities for floor or unit of County Nursing Home, or patients residing in their own homes (e.g.- makes rounds of patients with registered nurse (RN) from previous and following shifts; obtains information on each patient's status from registered nurse from previous shift; gives report to registered nurse from following shift; conducts drug counts with registered nurse from previous and following shifts; obtains shift staffing list from nursing director; checks calendar for scheduled patient appointments for the shift; coordinates meal service).
- Functions as lead worker over licensed practical nurses, nurses aides, or home health aides (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; provides information to supervisor in evaluation of employee performance).
- Provides nursing services to residents of County Nursing Home and patients residing in their own homes (e.g.- passes medications as ordered by physicians; administers various treatments as ordered by physician; admits and assesses new patients; prepares resident's minimum data set (MDS); attends plan of care meetings; notifies physicians if patient's condition changes and takes new medical orders, if necessary; makes rounds of residents with physicians).
- Prepares reports and records of nursing activities (e.g.- updates patients charts; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull in the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

Supervisory Responsibilities

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

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 X-ray reports, lab reports, clinic reports, nursing office reports, daily reports, incident reports, resident's MDS, resident's plan of care, weekly charting, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare nursing office reports, patient care cards, staff assignment sheets, patient records and charts, medication discontinuation forms, lab and X-ray requisitions, social service referrals, occupational and physical therapy referrals, dietary, maintenance and housekeeping requests, 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 medical terminology and language.
- Ability to communicate with supervisors, physicians, residents, nurse's aides, home health aides, licensed practical nurses, other nursing home staff and family members of residents.

Environmental Adaptability

- Work is typically performed in an institutional health care environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Case Control Supervisor	Class Number:	1014414
		Pay Grade:	14

Departments:	Human Services, only	exhibit u
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Classification Function

The purpose of this classification is to manage and supervise units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Essential Job Functions

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

- Manages units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- develops and implements operational policies and procedures for quality assurance program; determines when system modifications are required; works with state regarding compliance and interpretation of state and federal regulations; coordinates random sampling and continuous monitoring throughout department to ensure that divisions are in compliance prior to state and federal audits; monitors unit budget expenditures).
- Supervises units of comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- organizes work and distributes work to employees; reviews completed work assignments; oversees unit work plans and work performance standards; provides job training and instruction to staff; evaluates employee performance; reviews employee leave requests and monitors employee use of leave time; recommends and implements employee disciplinary procedures; reviews and processes payroll documents).
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- reviews income maintenance case records; interviews clients and gather information; describes and explains objective to client; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required).
- Performs administrative duties (e.g. - completes quality assurance reports; prepares related correspondence and memoranda; attends meetings, conferences, workshops, committee meetings, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work administration or related field with five years of public assistance experience including two 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 computer terminal, printers, fax machine, calculator, telephone, copier, and typewriter.

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, and calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, leave requests, quality assurance reports, entitlement case records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, public assistance manual, food stamp manual, CRIS-E Manual, computer manuals and federal standards.
- Ability to prepare payroll documents, employee performance appraisals, quality assurance reports, corrective action plans, statistical reports, monthly reports, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with director, administrators, supervisors, employees, clients and their families, bank personnel, school personnel, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Data Processor Supervisor	Class Number:	1011215
		Pay Grade:	10

Departments:	All departments	Exhibit V
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Classification Function

The purpose of this classification is to manage data entry and data processing activities and to supervise lower level data processor supervisors.

Essential Job Functions

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

- Manages data entry and data processing activities and supervises lower level data processor supervisors (e.g.- ensures compliance with all applicable rules and regulations; plans staffing requirements and recommends hire, promotion, transfer and discipline; evaluates employee performance; completes payroll records; ensures daily operations and work standards of data entry and data processing are maintained; prepares budget requests and cost analysis for overtime projects in department; performs liaison function for data entry/data processing issues).
- Coordinates and prioritizes incoming work for data entry/data processing (e.g.- establishes deadlines to ensure that customers are not adversely affected). Recommends system design program enhancements (e.g.- evaluates current efficiency; justifies feasibility and costs of proposed changes; documents unusual problems with data processing systems).
- Enters verified information into data base via mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate). Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business with three years of data processing experience including one year of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, printer, adding machine, calculator and copier.
- Ability to perform data entry/data processing activities with high degree of accuracy.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees and to maintain department standards.
- Ability to recommend the transfer, promotion, salary increase, discipline or discharge 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 data forms, screen print-outs, daily log sheets, court orders, data processing system reports, payroll records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel policy manuals, computer terminal manual, printer manual, data processing system manual, green guide, Haines directory and post office directory.
- Ability to prepare incoming week report, daily report, quarterly report, payroll records, data forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and direct others, to supervise, counsel, convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret computer operations terminology and language.
- Ability to communicate with supervisor, data processing/data entry employees, personnel department and other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Services Clinical Coordinator	Class Number:	1056241
		Pay Grade:	11

Departments:	Justice Affairs, only	Exhibit W
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Classification Function

The purpose of this classification is to supervise a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes.

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 a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes (e.g.- assigns cases to social service specialists and monitors cases; reviews and evaluates cases and provides advise and feedback; provides job training and instruction to staff; responds to employee problems and issues; recommends and implements disciplinary actions; formally evaluates performance; conducts staff meetings to keep employees informed of changes in policies, procedures, programs or techniques; interviews applicants and makes recommendations for selection).
- Provides comprehensive clinical services to victims of felony and misdemeanor crime (e.g.- conducts crisis intervention and short-term therapy with children, adolescents and adults; provides immediate emergency psychological assessments, stabilization and crisis response for department, Justice Center, Domestic Relations Court and Juvenile Court).
- Provides advocacy and direct services directly to clients (e.g.- maintains small caseload of difficult or complex cases; provides direct services to clients and families in crisis or emergency situations; provides emergency coverage due to absence of regular social services worker).
- Consults with various individuals on witness/victim issues (e.g.- advises agency managers of service needs and makes recommendations for new programs and priorities; assists in the planning and development of service programs or policies; evaluates methods of delivery of programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other agency or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with community agencies, judges, courts, social service agencies, legal and medical professionals, and shelters; prepares and delivers speeches and training programs).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work with three years of social services experience; or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio.

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

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

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 and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including legal documents, court files, diagnostic reports, client files, payroll documents, time sheets, performance evaluations, expense reports, grant applications, budget requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, annual and semi-annual crime reports, medical references, professional journals and publications, personnel policy manuals, and Ohio Revised Code.
- Ability to prepare weekly, monthly and annual statistical reports, payroll documents, performance evaluations, client records, training materials, resource and referral lists, diagnostic reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, legal and medical terminology and language.
- Ability to communicate effectively with clients, employees, interns, volunteers, court personnel, attorneys, physicians, social workers, law enforcement personnel, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Word Processor	Class Number:	1011511
		Pay Grade:	2

Departments:	All departments	<i>Exhibit X</i>
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Classification Function

The purpose of this classification is to produce printed copy of documents from rough draft or dictation using computerized word processing equipment. This classification differs from the Senior Clerk classification (11112) in that work is focused on word processing functions the majority of time and occasionally involves the other clerical functions listed below.

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.

- Produces printed copies of documents from rough draft or dictation using computerized word processing software (e.g.- sets up document format selecting font and type size; enters document content; edits document by reading or using software editing functions; prepares printed copy of document; produces merged documents; records and runs macros; saves document to computer or floppy disk; prepares taped or disk back-up of document files).
- Performs routine clerical functions to assist other clerical staff (e.g.- answers telephone; directs visitors and callers; records messages; files documents; schedules appointments).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five months of computerized word processing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, word processing equipment, printer, calculator, copier, telephone and fax machine.

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 correspondence, letters, proposals, forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code and County Employee Handbook.

- Ability to prepare correspondence, forms, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with other supervisors, managers, 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.

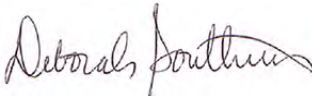


F. Allen Boseman, Commissioner
Thomas L. Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

DATE: November 8, 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 November 7, 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
Administrative Assistant	1011122	4A/Non-Exempt	All Departments
Administrative Associate	1011121	2A/Non-Exempt	All Departments
Administrative Supervisor	1011124	7A/Non-Exempt	All Departments
Forensic Scientist 1 – Drug Chemistry	1071251	10A/Exempt	Medical Examiner
Forensic Scientist 3 – Trace Evidence	1071263	13A/Exempt	Medical Examiner
Senior Administrative Assistant	1011123	5A/Non-Exempt	All Departments

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Administrative Officer 1052121	11A/Exempt	11A/Exempt (No Change)	All Departments
Forensic Scientist 1 – Fingerprint 1071231	10A/Exempt	10A/Exempt (No Change)	Medical Examiner
Forensic Scientist 2 – Drug Chemistry 1071251	11A/Exempt	11A/Exempt (No Change)	Medical Examiner
Forensic Scientist 2 – Fingerprint 1071232	11A/Exempt	11A/Exempt (No Change)	Medical Examiner
Forensic Scientist 3 – Drug Chemistry 1071252	12A/Exempt	13A/Exempt	Medical Examiner
Forensic Scientist 3 – Fingerprint 1071233	12A/Exempt	13A/Exempt	Medical Examiner
Hotel/Motel Audit Supervisor 1055134	10A/Exempt	11A/Exempt	Fiscal Office
Senior Administrative Officer 1052122	13A/Exempt	13A/Exempt (No Change)	All Departments

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Dietitian	1031222	11A/Exempt	Health and Human Services
Legal Clerk 1	1013411	2A/Non-Exempt	Clerk of Courts
Legal Clerk 2	1013412	3A/Non-Exempt	Clerk of Courts
Permit Clerk	1011131	3A/Non-Exempt	Public Works
Process Server	1025101	3A/Non-Exempt	Sheriff
Registered Nurse	1054111	8A/Non-Exempt	Health and Human Services and PSJS
Senior Case Control Supervisor	1014414	14A/Exempt	Health and Human Services
Senior Data Processor Supervisor	1011215	10A/Exempt	All Departments

Social Services Clinical Coordinator	1056241	11A/Exempt	Public Safety and Justice Affairs
Word Processor	1011511	2A/Non-Exempt	All Departments

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
1011122	Administrative Assistant	All departments	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	35
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 4A \$32,697.60 - \$45,801.60 Step Placement TBD by Human Resources
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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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Assistant	Class Number:	1011122
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments		

Classification Function

The purpose of this classification is to assist a County unit or department by providing support with administrative functions.

Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to County department or unit. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations. This class is distinguished from the Clerk by its increased responsibility and ability to work independently as well as a broader range of more complex administrative tasks.

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%

- Assists a County unit or department with administrative functions; communicates administrator or manager's decisions to employees; monitors and coordinates assigned department activities; composes responses to correspondence and requests for information; gathers information and statistics and prepares reports for department's use; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.

25% +/- 10%

- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.

10% +/- 5%

- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Administrative Assistant

25% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) year of administrative support 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, copier, printer, telephone, and fax machine.

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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, address changes, applications, memos, drafts of documents, resolutions, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, and the general public.

Administrative Assistant

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011121	Administrative Associate	All departments	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	4
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 2A \$26,811.20 - \$37,523.20 Step Placement TBD by Human Resources
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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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Associate	Class Number:	1011121
FLSA:	Non-Exempt	Pay Grade:	2A
Dept:	All departments		

Classification Function

The purpose of this classification is to provide routine clerical assistance to the assigned County department.

Distinguishing Characteristics

This is an entry level administrative position that is responsible for performing routine clerical duties to provide support to a County department. This classification works under close direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

- 25% +/- 10%
 - Prepares routine documents and copies of documents supporting office activities using standard office equipment; prepares and edits various non-technical and routine documents using word processing, spreadsheet, database, or presentation software; performs data entry; gathers information and compiles routine reports; duplicates and collates documents; distributes documents to appropriate parties.
- 25% +/- 10%
 - Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.
- 25% +/- 10%
 - Completes routine clerical tasks as associated with agency services and programs; issues permits and licenses; assists customers with completing forms and applications; accepts applications; performs money transactions; collects fees; issues receipts; checks materials in or out.
- 25% +/- 10%
 - Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; maintains office storage supplies.

Administrative Associate

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma; 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, copier, printer, telephone, and fax machine.

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 billing invoices, deposit slips, receipts, basic spreadsheets, warrants, court orders, address changes, applications, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, routine correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, management, coworkers, vendors, 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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011124	Administrative Supervisor	All departments	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	27
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 7A \$41,579.20 - \$58,240.00 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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Supervisor	Class Number:	1011124
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All departments		

Classification Function

The purpose of this classification is to supervise office personnel performing clerical and administrative functions and to organize and coordinate office operations and procedures to ensure effectiveness and efficiency.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising clerical office personnel and facilitating the efficient functioning of an office through performance of a range of administrative and supervisory tasks. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%

• Directly supervises clerical support staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%

• Organizes and coordinates day-to-day office operations and procedures; participates in and ensures completion of departmental and workgroup goals and objectives; evaluates efficiency of office work flow; determines strategies to resolve issues, enhance processes, and increase work flow efficiency; develops and implements office policies and procedures for clerical functions of office; receives and reviews recommendations for procedure changes; communicates procedures to employees.
- 10% +/- 5%

• Performs and manages data entry, data processing, and record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Administrative Supervisor

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and groups; receives and responds to requests for information from various agencies; keeps informed of provisions of labor-management agreements and their effects on departmental operations; handles clients' complaints and queries; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and five (5) years of administrative support 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.

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 billing invoices, work orders, receipts, spreadsheets, daily and monthly logs and reports, client case records, union contracts, applications, memos, union contracts, summary reports, records requests, time sheets, performance appraisals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures manuals, and clerical procedures guidelines.

Proposed DATE:

Administrative Supervisor

- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, status reports, data forms, purchase orders, timesheets, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, providers, consultants, internal and external agencies, clients, 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.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071251	Forensic Scientist 1 – Drug Chemistry	Medical Examiner's Office	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Medical Examiner's Office 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:	Medical Examiner's Office
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Fiscal Impact:	PG 10A \$50,481.60 - \$70,657.60 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>
Kelli Neale, PO4	9/6/2018	Email	Requests received
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Ask questions
Harmeet Kaur, Director of	9/25/2018	Email	Answer questions

Parentage & Hugh Shannon, ME Administrator			
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafts
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator & Paul Boggs, Drug Chemistry Supervisor	10/10/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Drug Chemistry	Class Number:	1071251
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of drug evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of drug evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 40% +/- 10%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.
- 40% +/- 10%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis; records observations; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records.
- 15% +/- 5%
 - Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 5% +/- 2%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Forensic Scientist 1 – Drug Chemistry

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Drug Chemistry

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071263	Forensic Scientist 3 – Trace Evidence	Medical Examiner's Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Medical Examiner's Office 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:	Medical Examiner's Office
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Fiscal Impact:	PG 13A \$59,342.40 - \$83,054.40 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):	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>
Rhonda Caldwell, Compensation Manager	3/27/2018	Email	Copied on Communications
Kelli Neale, HR	3/27/2018	Email	Copied on Communications
	7/31/2018	Email	Copied on Communications

Curtiss Jones, Trace Evidence Supervisor	3/27/2018	Email	Review of Draft
	4/4/2018	Email	Reminder for Additional Information
	7/31/2018	Email	Review of 2 nd Draft
Hugh Shannon, Administrator	9/4/2018	Email	Confirmation of Drafts
	3/27/2018	Email	Review of Draft
Harmeet Kaur, ID/QA/QC Manager	7/31/2018	Email	Review of 2 nd Draft
	3/27/2018	Email	Review of Draft
Thomas Gilson, Medical Examiner	7/31/2018	Email	Review of 2 nd Draft
	9/12/2018	Email	Pay Grade Evaluation
Jim Battigaglia, Archer Consultant			

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Trace Evidence	Class Number:	1071263
FLSA:	Non-Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 20% +/- 10%

• Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 20% +/- 10%

• Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 10%

• Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

Forensic Scientist 3 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Forensic Scientist 3 – Trace Evidence

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011123	Senior Administrative Assistant	All departments	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	22
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 5A \$35,692.80 - \$49,920.00 Step Placement TBD by Human Resources
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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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Assistant	Class Number:	1011123
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate the work of clerical support staff and to assist higher level administrators or managers by providing support with administrative functions.

Distinguishing Characteristics

This is a journey-level administrative position. Employees in this class may serve as a lead worker of lower-level administrative or office support staff. This classification works under general supervision and within a well-defined framework of policies and procedures but with increased independence and responsibility. This class is distinguished from the Administrative Assistant by its lead worker function and a wider variety of diverse and complex administrative tasks.

Essential Job Functions

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

- 30% +/- 10%
- Assists higher level administrator, director, department, and/or division with administrative functions; coordinates and monitors assigned department/division activities; composes responses to correspondence and requests for information; researches and evaluates information and prepares reports for administrator or department's/division's use; provides recommendations based on research to assist administrator or department/division; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 20% +/- 10%
- Performs higher-level administrative duties to support business functions of office; organizes conferences and meetings; maintains office calendar; serves as liaison with various offices and departments; researches and prepares data for budget inclusion; monitors spending and maintains fiscal and budget records; processes financial documents and bills for payment; prepares contracts and vendor paperwork.
- 10% +/- 5%
- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Senior Administrative Assistant

10% +/- 5%

- Acts as lead worker over lower-level administrative or office support staff; coordinates, assigns, and prioritizes the work of clerical support staff; provides training and instruction to lower level staff; ensures work is performed according to established standards; responds to employee problems as necessary.

20% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and three (3) years of administrative support 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, copier, printer, telephone, and fax machine.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide 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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, budget reports, address changes, applications, memos, drafts of documents, resolutions, requests for proposals, contracts, correspondence, and other reports and records.

Senior Administrative Assistant

- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, purchasing documents, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052121	Administrative Officer	All Departments	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052121	Administrative Officer	All Departments	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
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No. of Employees Affected:	4
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 11: \$53,372.80 – \$74,796.80 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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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Officer	Class Number:	1052121
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting higher level administrator plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

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%

- Assists higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division, sub-division, or program with a budget of \$15 million or less; establishes and implements procedures for division, sub-division, or program consistent with current policy; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; assists with the development of department policies; assists with budget preparation and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.

40% +/- 10%

- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer and discipline.

20% +/- 10%

- Functions as administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Administrative Officer

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

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 annual reports, budgetary reports, public hearing notices, budgetary forms, employee performance evaluations, trip/travel reports, invoices, drafts of documents, letters, memoranda, permit applications, grant applications, contracts, Board resolutions, requests for proposal, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Register, software manuals and computer manuals.
- Ability to prepare employee performance evaluations, attendance reports, payroll documents, vouchers, supplies inventory, purchasing documents, letters, memoranda, Board Actions or Resolutions, requests for proposal, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with the director, department managers, other County employees, service providers and the general public.

Administrative Officer

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
1071231	Forensic Scientist 1 – Fingerprint	Medical Examiner's Office	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071231	Forensic Scientist 1 – Fingerprint	Medical Examiner's Office	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 10A: \$50,481.60 – \$70,657.60 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>
Kelli Neale, PO4	9/6/2018	Email	Revision requests
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Sent questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answered questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafted specs
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Dawn Schilens, Fingerprint Supervisor & Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	1071231
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of fingerprint evidence and the identification of individuals.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of fingerprint evidence and the identification of individuals. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 45% +/- 10%
 - Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.
- 30% +/- 10%
 - Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.
- 15% +/- 5%
 - Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.

Forensic Scientist 1 – Fingerprints

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Fingerprints

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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
1071251	Forensic Scientist 2 – Drug Chemistry	Medical Examiner's Office	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071252	Forensic Scientist 2 – Drug Chemistry	Medical Examiner's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	6
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 11A: \$53,372.80 – \$74,796.80 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>
Kelli Neale, PO4	9/6/2018	Email	Requests received
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Ask questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answer questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafts
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator & Paul Boggs, Drug Chemistry Supervisor	10/10/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Drug Chemistry	Class Number:	1071252
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 40% +/- 10%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 25% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
 - Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 2 – Drug Chemistry

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Forensic Scientist 2 – Drug Chemistry

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1071232	Forensic Scientist 2 – Fingerprint	Medical Examiner's Office	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071232	Forensic Scientist 2 – Fingerprint	Medical Examiner's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 11A: \$53,372.80 – \$74,796.80 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>
Kelli Neale, PO4	9/6/2018	Email	Revision requests
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Sent questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answered questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafted specs
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Dawn Schilens, Fingerprint Supervisor & Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Fingerprints	Class Number:	1071232
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 45% +/- 10%

• Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questions prints to known standards; maintains logs and records of examinations performed.
- 15% +/- 5%

• Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.
- 15% +/- 5%

• Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%

• Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 2 – Fingerprints

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

Forensic Scientist 2 – Fingerprints

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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
1071252	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071253	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	1
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 PG 13A: \$59,342.40 – \$83,054.40 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>
Kelli Neale, PO4	9/6/2018	Email	Requests received
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Ask questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answer questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafts
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator & Paul Boggs, Drug Chemistry Supervisor	10/10/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Drug Chemistry	Class Number:	1071253
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of drug evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 40% +/- 10%
 - Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 3 – Drug Chemistry

5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

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.

Mathematical Ability

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

Forensic Scientist 3 – Drug Chemistry

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1071233	Forensic Scientist 3 – Fingerprint	Medical Examiner's Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071233	Forensic Scientist 3 – Fingerprint	Medical Examiner's Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 PG 13A: \$59,342.40 – \$83,054.40 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>
Kelli Neale, PO4	9/6/2018	Email	Revision requests
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Sent questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answered questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafted specs
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Dawn Schilens, Fingerprint Supervisor & Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Fingerprints	Class Number:	1071233
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 30% +/- 10%

• Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 15% +/- 5%

• Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.
- 15% +/- 5%

• Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

Forensic Scientist 3 – Fingerprints

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

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.

Forensic Scientist 3 – Fingerprints

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1055134	Hotel/Motel Audit Supervisor	Fiscal Office - Auditor	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055141	Hotel/Motel Audit Manager	Fiscal Office - Auditor	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	PG 10A: \$50,481.60 – \$70,657.60 PG 11A: \$53,372.80 – \$74,796.80 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>
Kelli Neale, PO4	9/10/2018	Email	Request received
Jim Battigaglia, Archer Consultant	9/18/2018	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	10/10/2018	Email	Pay grade evaluation results

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hotel/Motel Audit Manager	Class Number:	1055141
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and oversee the performance of the day-to-day functions of County Hotel/Motel Bed Tax unit in the Fiscal Office in the collection, balancing, and distribution of bed tax returns and revenues; this classification oversees staff in conducting of audits, reviewing tax returns, collecting payments, and distributing bed taxes resulting from audits.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Hotel/Motel Bed Tax unit in the Accounting Division of the Fiscal Office. This class works under direction from the Controller, and is responsible for ensuring timely and accurate hotel bed tax collection, balancing, and distribution.

Essential Job Functions

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

- 50% +/- 10%
- Supervises lower level employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems, approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor's office or Law Department in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.
- 10% +/- 10%
- Oversees the monthly hotel tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly hotel tax audit revenue collections according to the Ohio Code of Regulations (OCR).
- 10% +/- 5%
- Communicates with vendors and hotel representatives to provide information regarding the OCR.
- 10% +/- 5%
- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guest without notifying the Fiscal Office.

Hotel/Motel Audit Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, business administration, or a related field with five (5) years experience in bookkeeping, accounting or a related field; or any equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Hotel/Motel Audit Manager

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting, regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, and other County Employees..

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052122	Senior Administrative Officer	All Departments	Exempt	13

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052122	Senior Administrative Officer	All Departments	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
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No. of Employees Affected:	8
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 13: \$59,342.40 – \$83,054.40 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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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Officer	Class Number:	1052122
FLSA:	Exempt	Pay Grade:	13
Dept:	All departments		

Classification Function

The purpose of this classification to assist a director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$30 million.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting a director, deputy director, or social program administrator plan, direct, and coordinate a division or sub-division with a budget greater than \$30 million. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

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%

Assists director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$ 30 million; develops and implements policies and procedures for division, sub-division, or program; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; recommends and assists with the development of department policies; prepares budget and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%

Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer, and discipline.
- 20% +/- 10%

Functions as director's, deputy director's, or social program administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with nine (9) years of administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Senior Administrative Officer

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including contracts, purchase orders, blueprints, job applications, statistical reports, budget reports, personnel actions, grant applications, time sheets, 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 guidelines, technical periodicals, and Federal regulations.
- Ability to prepare Board of County Commissioners actions, correspondence, budgets, performance appraisals, contracts, memos, statistical reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and governmental business terminology and language.
- Ability to communicate effectively with clients, subordinates, supervisors, contractors, elected officials, other County and State personnel, consultants and the general public.

Senior Administrative Officer

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
1031222	Dietitian	Health and Human Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer provides the services outlined in this specification and there are no incumbents.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Walter Parfejewiec, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dietitian	Class Number:	1031222
		Pay Grade:	11

Departments: Human Services/Senior & Adult, only

Classification Function

The purpose of this classification is to manage and direct dietary services for County institution and supervises food service supervisor and clerical support personnel assigned to dietary services.

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 and directs dietary services for County institution (e.g.- plans and monitors special dietary needs and treatment plans; maintains standards of safety and sanitation in accordance with State and Federal regulations; develops and issues dietary policies and procedures; conducts quality assurance testing and prepares related documentation).
- Supervises food service supervisor and clerical support personnel assigned to dietary services (e.g.- plans and coordinates work of dietary department; assigns and reviews work maintaining work standards; provides instruction to employees; responds to employee problems; recommends employees for selection, transfer, promotion, discipline, discharge and salary increase; develops bi-weekly work schedules; prepares bi-weekly payroll records).
- Plans and monitors regular and special diets to comply with clinical orders, treatment plans and State and Federal regulations (e.g.- writes regular and therapeutic diets; ensures diets are prepared according to clinical orders; assesses and counsels patients in their dietary program; documents patient charts).
- Coordinates food service operations (e.g.- order food, supplies and equipment for Dietary Department; write specifications for all food and supplies; maintains adequate inventory of all food and supplies).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered dietitian licensed by the Ohio Board of Dietetics. American Dietary Association registration required. Three years of institutional dietetics experience.

Additional Requirements

Annual renewal of license and registration required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and calculator.
- Ability to utilize weight scales and other measuring tools in portioning of food.
- Ability to utilize kitchen equipment including food processor, steamers and ovens in the preparation of food.

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, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including purchase orders, invoices, employee leave requests, payroll records and reports, employment applications, patient records and charts, laboratory reports, admission information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ross Medical Nutrition System manual, Food Medication Interactions manual, medical reference books, dietary manuals, Institutional Meat Purchasing Specification Manual, computer manuals, and personnel policy manuals.
- Ability to prepare purchase orders, work schedules, performance evaluations, attendance reports, nutritional assessments, Plan of Care, resident weight charts, progress notes, menus, recipes and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret clinical dietetics terminology and language.
- Ability to communicate with dietary employees, administrator, residents, family members, other nursing home staff, and others.

Environmental Adaptability

- Work is typically performed in a food service/kitchen 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
1013411	Legal Clerk 1	Clerk of Courts	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Clerk of Courts
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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):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 1	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Clerk of Courts		

Classification Function

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

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

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%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

Language Ability & Interpersonal Communication

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, 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
1013412	Legal Clerk 2	Clerk of Courts	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Clerk of Courts
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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):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 2	Class Number:	1013412
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Clerk of Courts		

Classification Function

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

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%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

Language Ability & Interpersonal Communication

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, 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
1011131	Permit Clerk	Public Works	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. 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.

50% +/- 10%

- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

30% +/- 10%

- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Permit Clerk

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, 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
1025101	Process Server	Sheriff's Department	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	Incumbents in this classification are all in a bargaining unit.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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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):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Process Server	Class Number:	1025101
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher level employees.

Essential Job Functions

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

- 70% +/- 10%
- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document.
- 10% +/- 5%
- Performs back-up for other Process Servers, when necessary.
- 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts.
- 10% +/- 5%
- Testifies in court when ordered regarding the results of the service.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Drivers license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to drive a motor vehicle.

Supervisory Responsibilities

Process Server

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

Environmental Adaptability

- Work is typically performed outdoors, subject to heat, cold and traffic.

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
1054111	Registered Nurse	Health and Human Services and Public Safety and Justice Services	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	Incumbents in this classification are all in a bargaining unit.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services and Public Safety and Justice Services
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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 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Walter Parfejewiec, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Registered Nurse	Class Number:	1054111
		Pay Grade:	8

Departments:	Human Services/Senior and Adult Services, Justice Affairs.only
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Classification Function

The purpose of this classification is to coordinate patient care given on floor or unit of County Nursing Home or patients residing at the Youth Detention Center, and to function as lead worker over licensed practical nurses (LPN) and nurses aides.

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 nursing activities for floor or unit of County Nursing Home, or patients residing in their own homes (e.g.- makes rounds of patients with registered nurse (RN) from previous and following shifts; obtains information on each patient's status from registered nurse from previous shift; gives report to registered nurse from following shift; conducts drug counts with registered nurse from previous and following shifts; obtains shift staffing list from nursing director; checks calendar for scheduled patient appointments for the shift; coordinates meal service).
- Functions as lead worker over licensed practical nurses, nurses aides, or home health aides (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; provides information to supervisor in evaluation of employee performance).
- Provides nursing services to residents of County Nursing Home and patients residing in their own homes (e.g.- passes medications as ordered by physicians; administers various treatments as ordered by physician; admits and assesses new patients; prepares resident's minimum data set (MDS); attends plan of care meetings; notifies physicians if patient's condition changes and takes new medical orders, if necessary; makes rounds of residents with physicians).
- Prepares reports and records of nursing activities (e.g.- updates patients charts; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull in the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

Supervisory Responsibilities

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

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 X-ray reports, lab reports, clinic reports, nursing office reports, daily reports, incident reports, resident's MDS, resident's plan of care, weekly charting, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare nursing office reports, patient care cards, staff assignment sheets, patient records and charts, medication discontinuation forms, lab and X-ray requisitions, social service referrals, occupational and physical therapy referrals, dietary, maintenance and housekeeping requests, 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 medical terminology and language.
- Ability to communicate with supervisors, physicians, residents, nurse's aides, home health aides, licensed practical nurses, other nursing home staff and family members of residents.

Environmental Adaptability

- Work is typically performed in an institutional health care 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
1014414	Senior Case Control Supervisor	Health and Human Services	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Walter Parfejewiec, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Case Control Supervisor	Class Number:	1014414
		Pay Grade:	14

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to manage and supervise units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Essential Job Functions

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

- Manages units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- develops and implements operational policies and procedures for quality assurance program; determines when system modifications are required; works with state regarding compliance and interpretation of state and federal regulations; coordinates random sampling and continuous monitoring throughout department to ensure that divisions are in compliance prior to state and federal audits; monitors unit budget expenditures).
- Supervises units of comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- organizes work and distributes work to employees; reviews completed work assignments; oversees unit work plans and work performance standards; provides job training and instruction to staff; evaluates employee performance; reviews employee leave requests and monitors employee use of leave time; recommends and implements employee disciplinary procedures; reviews and processes payroll documents).
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- reviews income maintenance case records; interviews clients and gather information; describes and explains objective to client; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required).
- Performs administrative duties (e.g. - completes quality assurance reports; prepares related correspondence and memoranda; attends meetings, conferences, workshops, committee meetings, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work administration or related field with five years of public assistance experience including two 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 computer terminal, printers, fax machine, calculator, telephone, copier, and typewriter.

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, and calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, leave requests, quality assurance reports, entitlement case records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, public assistance manual, food stamp manual, CRIS-E Manual, computer manuals and federal standards.
- Ability to prepare payroll documents, employee performance appraisals, quality assurance reports, corrective action plans, statistical reports, monthly reports, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with director, administrators, supervisors, employees, clients and their families, bank personnel, school personnel, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011215	Senior Data Processor Supervisor	All departments	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Data Processor Supervisor	Class Number:	1011215
		Pay Grade:	10

Departments:	All departments
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Classification Function

The purpose of this classification is to manage data entry and data processing activities and to supervise lower level data processor supervisors.

Essential Job Functions

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

- Manages data entry and data processing activities and supervises lower level data processor supervisors (e.g.- ensures compliance with all applicable rules and regulations; plans staffing requirements and recommends hire, promotion, transfer and discipline; evaluates employee performance; completes payroll records; ensures daily operations and work standards of data entry and data processing are maintained; prepares budget requests and cost analysis for overtime projects in department; performs liaison function for data entry/data processing issues).
- Coordinates and prioritizes incoming work for data entry/data processing (e.g.- establishes deadlines to ensure that customers are not adversely affected). Recommends system design program enhancements (e.g.- evaluates current efficiency; justifies feasibility and costs of proposed changes; documents unusual problems with data processing systems).
- Enters verified information into data base via mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate). Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business with three years of data processing experience including one year of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, printer, adding machine, calculator and copier.
- Ability to perform data entry/data processing activities with high degree of accuracy.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees and to maintain department standards.
- Ability to recommend the transfer, promotion, salary increase, discipline or discharge 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 data forms, screen print-outs, daily log sheets, court orders, data processing system reports, payroll records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel policy manuals, computer terminal manual, printer manual, data processing system manual, green guide, Haines directory and post office directory.
- Ability to prepare incoming week report, daily report, quarterly report, payroll records, data forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and direct others, to supervise, counsel, convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret computer operations terminology and language.
- Ability to communicate with supervisor, data processing/data entry employees, personnel department and other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056241	Social Services Clinical Coordinator	Public Safety and Justice Affairs	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Safety and Justice Affairs
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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 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Brandy Carney, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Services Clinical Coordinator	Class Number:	1056241
		Pay Grade:	11

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to supervise a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes.

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 a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes (e.g.- assigns cases to social service specialists and monitors cases; reviews and evaluates cases and provides advise and feedback; provides job training and instruction to staff; responds to employee problems and issues; recommends and implements disciplinary actions; formally evaluates performance; conducts staff meetings to keep employees informed of changes in policies, procedures, programs or techniques; interviews applicants and makes recommendations for selection).
- Provides comprehensive clinical services to victims of felony and misdemeanor crime (e.g.- conducts crisis intervention and short-term therapy with children, adolescents and adults; provides immediate emergency psychological assessments, stabilization and crisis response for department, Justice Center, Domestic Relations Court and Juvenile Court).
- Provides advocacy and direct services directly to clients (e.g.- maintains small caseload of difficult or complex cases; provides direct services to clients and families in crisis or emergency situations; provides emergency coverage due to absence of regular social services worker).
- Consults with various individuals on witness/victim issues (e.g.- advises agency managers of service needs and makes recommendations for new programs and priorities; assists in the planning and development of service programs or policies; evaluates methods of delivery of programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other agency or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with community agencies, judges, courts, social service agencies, legal and medical professionals, and shelters; prepares and delivers speeches and training programs).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work with three years of social services experience; or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio.

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

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

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 and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including legal documents, court files, diagnostic reports, client files, payroll documents, time sheets, performance evaluations, expense reports, grant applications, budget requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, annual and semi-annual crime reports, medical references, professional journals and publications, personnel policy manuals, and Ohio Revised Code.
- Ability to prepare weekly, monthly and annual statistical reports, payroll documents, performance evaluations, client records, training materials, resource and referral lists, diagnostic reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, legal and medical terminology and language.
- Ability to communicate effectively with clients, employees, interns, volunteers, court personnel, attorneys, physicians, social workers, law enforcement personnel, 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
1011511	Word Processor	All departments	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Word Processor	Class Number:	1011511
		Pay Grade:	2

Departments:	All departments
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Classification Function

The purpose of this classification is to produce printed copy of documents from rough draft or dictation using computerized word processing equipment. This classification differs from the Senior Clerk classification (11112) in that work is focused on word processing functions the majority of time and occasionally involves the other clerical functions listed below.

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.

- Produces printed copies of documents from rough draft or dictation using computerized word processing software (e.g.- sets up document format selecting font and type size; enters document content; edits document by reading or using software editing functions; prepares printed copy of document; produces merged documents; records and runs macros; saves document to computer or floppy disk; prepares taped or disk back-up of document files).
- Performs routine clerical functions to assist other clerical staff (e.g.- answers telephone; directs visitors and callers; records messages; files documents; schedules appointments).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five months of computerized word processing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, word processing equipment, printer, calculator, copier, telephone and fax machine.

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 correspondence, letters, proposals, forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code and County Employee Handbook.

- Ability to prepare correspondence, forms, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with other supervisors, managers, 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>RECOMMEND ED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Administrative Assistant	1011122	N/A	4A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
Administrative Associate	1011121	N/A	2A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
Administrative Supervisor	1011124	N/A	7A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
Forensic Scientist 1 – Drug Chemistry	1071251	N/A	10A/Exempt	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Forensic Scientist 3 – Trace Evidence	1071263	N/A	13A/Exempt	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Senior Administrative Assistant	1011123	N/A	5A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
<u>REVISED</u>					
Administrative Officer	1052121	11A/Exempt	11A/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
Forensic Scientist 1 – Fingerprint	1071231	10A/Exempt	10A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Forensic Scientist 2 – Drug Chemistry	1071251	11A/Exempt	11A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Forensic Scientist 2 – Fingerprint	1071232	11A/Exempt	11A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Forensic Scientist 3 – Drug Chemistry	1071252	12A/Exempt	13A/Exempt	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Forensic Scientist 3 – Fingerprint	1071233	12A/Exempt	13A/Exempt	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Hotel/Motel Audit Supervisor	1055134	10A/Exempt	11A/Exempt	Fiscal Office	Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.
Senior Administrative Officer	1052122	13A/Exempt	13A/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
DELETE					
Dietitian	1031222	11A/Exempt	N/A	Health and Human Services	The department no longer provides the services outlined in this specification and there are no incumbents.
Legal Clerk 1	1013411	2A/Non-Exempt	N/A	Clerk of Courts	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Legal Clerk 2	1013412	3A/Non-Exempt	N/A	Clerk of Courts	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Permit Clerk	1011131	3A/Non-Exempt	N/A	Public Works	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Process Server	1025101	3A/Non-Exempt	N/A	Sheriff	Incumbents in this classification are all in a bargaining unit.
Registered Nurse	1054111	8A/Non-Exempt	N/A	Health and Human Services and PSJS	Incumbents in this classification are all in a bargaining unit.
Senior Case Control Supervisor	1014414	14A/Exempt	N/A	Health and Human Services	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Senior Data Processor Supervisor	1011215	10A/Exempt	N/A	All Departments	The department no longer needs the job duties performed by this specification.
Social Services Clinical Coordinator	1056241	11A/Exempt	N/A	Public Safety and Justice Affairs	The department no longer needs the job duties performed by this specification.
Word Processor	1011511	2A/Non-Exempt	N/A	All Departments	The department no longer needs the job duties performed by this specification.