



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 17, 2019**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JULY 30, 2019 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2019-0172: A Resolution confirming the County Executive's reappointment of Erskine Cade to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 - 6/30/2023, and declaring the necessity that this Resolution become immediately effective.
  - b) R2019-0181: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - c) R2019-0195: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms, and declaring the necessity that this Resolution become immediately effective:
    - i. Appointment:

a) Maggie Keenan for an unexpired term ending 12/31/2021.

ii. Reappointment:

a) Vincent Holland for the term 1/1/2019 - 12/31/2021.

## **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, JULY 30, 2019  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM**

### **1. CALL TO ORDER**

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

### **2. ROLL CALL**

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

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

### **3. PUBLIC COMMENT**

**There were no public comments given.**

### **4. APPROVAL OF MINUTES FROM THE JULY 16, 2019 MEETING**

**A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to approve the minutes from the July 16, 2019 meeting.**

### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2019-0161: 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. R2019-0161. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2019-0161 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) R2019-0164: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms; and declaring the necessity that this Resolution become immediately effective:
  - i. Appointment:
    - a) Crystal L. Bryant for an unexpired term ending 6/30/2020.
  - ii. Reappointment:
    - a) Max M. Rodas for the term 7/1/2019 - 6/30/2023.

**Ms. Michele Pomerantz, Director of Regional Collaboration addressed the Committee regarding Resolution No. R2019-0164. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Ms. Crystal L. Bryant and Mr. Max M. Rodas addressed the Committee regarding their nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.**

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

**Mr. Kahlil Seren, Research & Policy Analyst, addressed the Committee regarding Resolution No. R2019-0164. 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. Miller, Resolution No. R2019-0164 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.**

**Ms. Brown requested to have her name added as a co-sponsor to the legislation.**

- c) R2019-0165: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms beginning 9/1/2019, and declaring the necessity that this Resolution become immediately effective:
  - i. ending 2/28/2021:
    - a) Judith G. Cetina, PhD
    - b) Jill Marie Paulsen
    - c) Juan Quirarte
  - ii. ending 8/31/2022:
    - a) Patti Choby
    - b) Patrick W. Hewitt
    - c) Otilio Morales

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0165. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Dr. Judith G. Cetina, Ms. Jill Marie Paulsen, Mr. Juan Quirarte, Ms. Patti Choby, Mr. Patrick W. Hewitt and Mr. Otilio Morales addressed the Committee regarding their nomination to serve on the Cuyahoga County Monument Commission. Discussion ensued.**

**Committee members asked questions of Dr. Cetina, Ms. Paulsen, Mr. Quirarte, Ms. Choby, Mr. Hewitt and Mr. Morales pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2019-0165 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**

**Mr. Miller asked the Administration for an update on the status of the appointments for the Reconstituted Citizens Commission on Equity.**

**7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:06 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0172

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Erskine Cade to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 - 6/30/2023, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Ohio Revised Code Chapter 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,”; and

WHEREAS, the County Executive has nominated Erskine Cade to be reappointed to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 – 6/30/2023; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Erskine Cade to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 - 6/30/2023.

**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, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and 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

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: August 6, 2019  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



July 26, 2019

Dan Brady, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady,

I am pleased to nominate the following individuals for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

Re-appointment

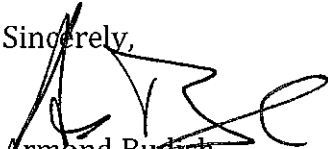
- **Erskine Cade**, 4-year term, 7/1/2019 – 6/30/2023

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

There were no other candidates on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

  
Armond Budish  
County Executive

**Mr. Erskine Cade**

Partner, Strategic Health Care &  
Strategic Government Initiatives



Erskine (Ernie) Cade is a Partner with Strategic Health Care (SHC) and Strategic Government Relations (SGI Group), legislative and regulatory affairs firms, well respected for expertise in public policy and impact upon decision-making at the federal, state, and local levels of government.

The SHC/SGI firm is a full service firm with offices in Columbus, OH, Washington, DC and several other states. Its practice includes lobbying and government affairs, public analysis, federal grants, grants research and evaluation services. SHC is focused on Health Policy & Advocacy, Coalition Management, Care Coordination & Navigation IT Solutions, Federal Grants, Managed Care Contracting, provider network development, and Valued Based Reimbursement Models and VA & Military Health Services. SGI focused expertise is in Banking & Financial Services, Public Sector, Health Care, Education, Energy, Telecom, Transportation, Information Technology, Insurance, Manufacturing, and Nonprofits.

Ernie is recognized as one of the nation's leading lobbyist by *Black Enterprise Magazine*, *Who's Who in Corporate America*, and *Who's Who in Black Cleveland*.

Cade is a celebrated leader in Greater Cleveland's civic sector, as a diligent and engaged member of several community boards. He currently serves as a Board member and former board chair for the Center of Families and Children (CFC) and Capital Square Foundation. He is a former Board chair and member of the Ohio United Way, a member of the Executive Leadership Council (ELC), and the Levin College Visiting Committee and Advisory Board, College of Urban Affairs, Cleveland State University. Member of the Mentoring Committee Cleveland State University. Member of the ADAMS Board Of Cuyahoga County. He is a life member of the National Black MBA Association. He also formerly served as chairman of the American Association of Blacks in Energy (AABE), the Ohio Lottery Commission and the Board of Zoning Appeals with the City of Cleveland.

Ernie brings to the SGI and SHC over 35 years of experience as a corporate lobbyist and business executive. He most recently served as Senior Vice President and Director of Government Relations for Cleveland-based Key Corp. As Senior Vice President, Government Relations, he oversaw Key's efforts and accomplishments on legislative and regulatory matters at the federal, state and local levels. He also served as a member of KeyBank's Executive Council.

Ernie previously served a meritorious 35-year career with The Standard Oil Company of Ohio (SOHIO) and BP. Among his many assignments, he served as regional director and director of government relations for the Midwest, Northeast, and Southeast states. Ernie spent time in the U.K. and met with members of Parliament and the House of Lords. He also held positions in consumer sales, industrial sales and retail marketing manager where he was responsible for managing more than 300 employees in 120 retail outlets, and over \$150M in sales. His tenure also included working for the company's Alaskan pipeline permitting operations, and proposed construction of a deep water oil terminal in Long Beach, California.

A native of Birmingham, Alabama, Ernie received his Business Administration degree from West Virginia State University while playing for the university's basketball program. He earned an Executive Master's degree in Business Administration from the Weatherhead School of Management of Case Western Reserve University.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0181

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
---	--

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 August 14, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through L) 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: *Fiscal Specialist 1*  
Number: 11181  
Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Fiscal Specialist 2*  
Class Number: 11182  
Pay Grade: 9A/Non-Exempt

Exhibit C: Class Title: *Fiscal Specialist 3*  
Class Number: 11183  
Pay Grade: 12S/Non-Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Histology Technician*  
Class Number: 12181  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Morgue Technician*  
Class Number: 1071121/12201  
Pay Grade: 5A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language and formatting were all updated. No change to pay grade, FLSA status, or minimum qualifications.

Exhibit F: Class Title: *Printing Coordinator*  
Class Number: 15161  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2016. The minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Fingerprints Laboratory*  
Class Number: 12244  
Pay Grade: 17A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Supervisor, Morgue Technician*  
Class Number: 1701122/12202  
Pay Grade: 8A/Non- Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014.  
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Proposed Deleted Classification:

Exhibit I: Class Title: *Chief Deputy, Civil*  
Class Number: 1025701  
Pay Grade: 14A/Exempt  
\* The incumbent retired in May 2018 and the duties have since been reassigned to a Deputy Sheriff's Sergeant.

Exhibit J: Class Title: *Corrections Operations Support Manager*  
Class Number: 1025301  
Pay Grade: 11A/Exempt  
\* This classification is vacant, and the responsibilities have been assumed by other department personnel and/or an outside vendor.

Exhibit K: Class Title: *Safety & Health Coordinator*  
Class Number: 15011  
Pay Grade: 10A/Exempt  
\* This position is no longer with Public Works Department and the responsibilities have been transferred to an Unclassified position (Environmental Health & Safety Manager) in the Human resource Department.

Exhibit L: Class Title: *Survey Party Chief*  
Class Number: 18091  
Pay Grade: 6A/Non- Exempt  
\* This Survey Party Chief is vacant and obsolete due to advancements in technology. With GPS enabled equipment, two or in many instances one-man crew are now the norm.

**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 CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 1	<b>Class Number:</b>	11181
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	All Departments	<i>Exhibit A</i>	

## Classification Function

The purpose of this classification is to perform and monitor a variety of fiscal and budget activities including budget preparation.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for performing a variety of fiscal and budgetary duties. Employees in this classification perform work that is more routine and limited in scope and work under close supervision. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This position has no supervisory responsibilities.

## Essential Job Functions

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

- 50% +/- 10%
- Performs, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information from various sources to prepare and maintain technical records and reports related to fiscal activities and operations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, withdrawals, and deposits; monitors and tracks expenditures; performs coding functions necessary for proper coding of revenues, expenditures, and adjustments in database; monitors contracts and contract activities for program compliance.
- 40% +/- 10%
- Performs budget and fiscal agenda preparation duties for simple budgets and programs; participates in budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; prepares and maintains financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; assists with providing reports and information for audits; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients.

Proposed DATE

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

- Associate degree in accounting, business administration, finance or related field with one (1) year of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

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

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including fiscal reports, assessment reports, billing invoices, purchase orders, checks, vouchers, statements, letters, warrants, 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, purchasing policies and procedures, and manuals.
- Ability to prepare fiscal reports, financial reports, vouchers, purchase orders, invoices, reimbursements, receipts, revenue reports, agendas, 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, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with supervisor, coworkers, sales representatives, vendors, other County employees, community partners, external organizations, auditors, 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

<b>Class Title:</b>	Fiscal Specialist 2	<b>Class Number:</b>	11182
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	All Departments	<i>Exhibit B</i>	

### Classification Function

The purpose of this classification is to plan and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to perform lead worker responsibilities.

### Distinguishing Characteristics

This is a journey level classification that is responsible for performing and coordinating a variety of fiscal and budgetary duties as well as acting as a lead worker. Employees in this classification work under limited guidance from a supervisor. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. The Fiscal Specialist 2 has greater autonomy and responsibility in performance of responsibilities than the Fiscal Specialist 1, as well as lead worker responsibilities. The Fiscal Specialist 2 is assigned work that is more technical in nature and more advanced budgets/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.**

- 40% +/- 10%
- Performs, plans, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; assists with managing fiscal programs and projects; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information to prepare and maintain technical records and reports related to fiscal activities and operations; oversees preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and deposits; monitors and tracks expenditures; monitors and ensures proper coding of revenues, expenditures, and adjustments in database; controls funds distributions to various accounts; monitors contracts and contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches payment and reimbursement discrepancies and past due and problem invoices and resolves; assists with developing fiscal, budget, and accounting procedures and ensuring operational compliance with applicable department, County, state and/or federal regulations.

Proposed DATE

40% +/- 5%

- Performs and coordinates budget and fiscal agenda preparation duties for moderately advanced budgets and programs; assists and advises management with budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; performs and oversees preparation and maintenance of financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; analyzes budget trends and fiscal activities of assigned area of responsibility; advises and consults with management concerning accounting and financial implications of existing and projected department operations; assists with development of policies and procedures as they relate to department budget and fiscal operations; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.

10% +/- 5%

- Serves as lead worker; may coordinate and oversee small projects; reviews and approves work submitted by other team members; provides quality control of content produced by lower level employees; identifies and recommends targeted training needs of lower level employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; coordinates the provision of reports and information for audits; coordinates with other county agencies on financial report preparation; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

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

- Bachelor's degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

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

- No special license or certification is required.

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

#### **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.

Proposed DATE:



- Ability to recommend the discipline or discharge of employees.

### **Mathematical Ability**

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

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

- Requires the ability to perform 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 assessment reports, financial reports, FAMIS reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, warrants, 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; administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, State Auditor's personnel, subordinates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 3	<b>Class Number:</b>	11183
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	All Departments	<i>Exhibit C</i>	

### Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to supervise accounting, clerical, and other support staff.

### Distinguishing Characteristics

This is a supervisory level classification that is responsible for planning, coordinating, and directing a variety of fiscal and budgetary duties as well as supervising lower level fiscal and budget personnel. This class works under a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner. The Fiscal Specialist 3 is distinguished from the Fiscal Specialist 2 by supervisory duties, greater level of managing responsibility, and more advanced, technical duties.

### Essential Job Functions

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

30% +/- 10%

- Plans, directs, coordinates, and manages fiscal control activities and operations for a department or specialized fiscal section of a department or division; manages fiscal programs and projects; reviews, processes, and monitors expense adjustments, revenue adjustment, appropriation adjustments, budget transfers, requisitions, and purchase orders; oversees and directs preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; controls fund distribution to various accounts; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; authorizes and oversees inventory control and travel reimbursement functions; researches financial discrepancies and resolves; plans, develops, and updates fiscal, budget, and accounting procedures and ensures operational compliance with applicable department, County, state and/or federal regulations; manages and ensures compliance for federal grants.

Proposed DATE

30% +/- 10%

- Administers department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, grant accounts and budgets, cost funding, and cost management systems; develops and monitors budgetary programs and cost funding systems and procedures; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs; develops budget presentations; establishes and implements guidelines and procedures for budget preparation; develops, supervises, and monitors budget and fiscal control processes; prepares, maintains, and oversees preparation and maintenance of financial records and reports and ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and county, state, and federal regulations; develops, recommends, and implements policies and procedures as they relate to department budget and fiscal operations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

20% +/- 10%

- Supervises accounting, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plan, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Provides budgetary assistance and technical advice to budget and fiscal personnel, clients, upper level management, and other County departments; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; provides technical expertise in budgetary matters to county, state and/or private agencies; provides assistance with grant-funded programs to other county agencies; coordinates with other county agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

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

- Bachelor's degree in accounting, business administration, finance, or related field with three (3) years of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

- No special license or certification is required.

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

### **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, 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 assessment reports, financial reports, FAMIS reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, letters, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers vendors, service providers, other County employees, State Auditor's employees, subordinates, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Histology Technician	<b>Class Number:</b>	12181
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Medical Examiner's Office	<i>Exhibit D</i>	

### Classification Function

The purpose of this classification is to perform various tasks required for receiving, processing, and preparing tissue specimens for microscopic examination and analysis.

### Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations regarding the performance of duties.

### Essential Job Functions

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

- 60% +/- 10%
- Prepares slides of body tissue for microscopic examination; receives or retrieves specimens; processes specimens by inspecting and trimming tissues from autopsy; embeds tissue into blocks; prepares samples for observation under transmitted light by organizing, facing, sectioning, and labeling slides; stains tissue samples with dyes or other chemicals as appropriate; affixes coverslips to slides; examines slides under microscope to ensure tissue preparation meets laboratory requirements; maintains accurate documentation in accordance with established policies, procedures, and regulations.
- 20% +/- 10%
- Performs administrative duties facilitating storage of blocks and slides; verifies proper identification of slides and generates labels; files, retrieves, and distributes blocks and slides according to department procedures; purges archived files.
- 15% +/- 5%
- Performs cleaning and maintenance of laboratory instrumentation, equipment, and supplies; calibrates equipment; keeps maintenance and service logs for equipment; evaluates equipment and discusses with sales representatives; orders, stocks, and maintains inventory of supplies for department; assists with cleaning and sterilization of laboratory glassware, supplies, and equipment.
- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; assists with review, update, and implementation of department safety procedures; may act as MEO's Hazardous Waste Manager and dispose of hazardous waste according to applicable regulations and procedures.

Effective Date: 07.28.2014  
Last Modified: 07.28.2014

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

- Associates degree in histology; or an equivalent combination of education, training, and experience.

**Additional Requirements**

- Must obtain and maintain a Histotechnician (HT) Certification through the American Society for Clinical Pathology (ASCP) within 24 months of hire date.
- 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 tools and equipment including forceps, scalpel, blades, tissue processor, Tissue Tek, Microtome, and drying oven.
- Ability to push, pull, and lift to 20 lbs.

**Supervisory Responsibilities**

- No supervisory responsibilities.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including case record sheets and diagnostic reports.
- Ability to comprehend a variety of reference books and manuals including employee handbook, standard operating procedures, histology textbooks, and operating manuals.
- Ability to prepare purchase requests, case record sheet, cleaning sheets, hazardous materials notebook, 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, and to follow instructions.
- Ability to use and interpret medical/scientific and basic legal terminology and language.

## Histology Technician

- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, morticians, and sales representatives.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to bright lights, strong odors, toxic agents, diseases, bodily fluids, laboratory tools, and equipment.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Morgue Technician	<b>Class Number:</b>	12201
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Medical Examiner's Office	<i>Exhibit E</i>	

### Classification Function

The purpose of this classification is to complete a variety of duties facilitating the receipt and release of bodies in the Medical Examiner's Office (MEO).

### Distinguishing Characteristics

This is an entry level classification that works under direct supervision from the Supervisor, Morgue Technician. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Incumbents perform recurring tasks using standard methods and techniques and work within a well-defined framework of policies, procedures, laws, and regulations.

### Essential Job Functions

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

- 35% +/- 10%
- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; draws blood and urine samples for toxicology; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.
- 25% +/- 10%
- Receives calls regarding deaths for County MEO office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
- 20% +/- 10%
- Prepares decedents for viewings for family or MEO personnel; checks case management system for bodies that need to be viewed; retrieves decedent and prepares for pathologist to view; moves body into various positions as needed by pathologist; collects fluid and DNA samples for non-autopsy cases using appropriate needles/syringes and labels samples; prepares decedents for viewing in family viewing cooler; facilitates family viewings by pulling back curtain; completes appropriate identification forms based on outcome of family viewings.
- 15% +/- 5%
- Performs cleaning and maintenance of department equipment and vehicles; maintains proper hygiene standards for work station and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination; washes County vehicles.

## Morgue Technician

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies.

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

- High school diploma or equivalent and one (1) year of experience in death investigation, forensic investigation, paramedic, emergency medical technician, embalming, morgue facilities, or related 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 camera equipment and pill counter machine.
- Ability to stand and walk for a prolonged period of time, crawl, crouch, bend, twist, and ability to push and pull up to 300 or more lbs. (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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 diagnose. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including records of bodies received, clothing lists, toxicology/laboratory specimen forms, morgue handling fees, x-rays, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including employee handbook, medical terminology book, and policies and procedures manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics 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, and to follow instructions.

Effective Date: 12.06.2011  
Last Modified: 07.28.2014

## Morgue Technician

- Ability to use and interpret basic medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, law enforcement personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is performed in a morgue facility.
- Work may involve exposure to strong odors, toxic or poisonous agents, disease, and bodily fluids.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Printing Coordinator	<b>Class Number:</b>	15161
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works	<i>Exhibit F</i>	

### Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials, and services.

### Distinguishing Characteristics

This is an entry level classification with responsibility for assembling, delivering, tracking, and filing information related to printing orders. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures 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.

- 45% +/- 10%
- Prepares, maintains, and submits financial reports and records; procures printing material and supplies; processes Facilities Asset Management Information System (FAMIS) charge-backs for copier, printer, and printing jobs; provides necessary documentation for audits; processes accounts payable; prepares invoices and maintains accounts receivable, checks, and submits revenue receipts and in house requisitions; submits driver's monthly vehicle mileage.
- 25% +/- 10%
- Procures supplies, materials and services for printing projects; prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote responses; performs miscellaneous duties to support purchasing activities.
- 15% +/- 5%
- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility; coordinates printing request to meet client's requirements; processes paper orders; estimates cost of job for materials; addresses inquiries of current and potential orders; prepares print job specifications; reviews typesetter proofs; prepares typesetter proofs.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains files for printed jobs, inventory, and supplies; packages and ships vouchers, paper, and envelope orders; disseminates mail.

Effective Date: 1995  
Last Modified: 06.16.2016

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

- High school diploma or equivalent with three (3) years of experience in print production, accounting, business administration, purchasing, or administrative support; or an equivalent combination of education, 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 and copier.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, and lift up to 50 pounds.

#### **Mathematical Ability**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

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

- Ability to perform basic level of data analysis, including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents, including various print orders, requests for leave, requests for quotes; order forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Design & Printing Reference Book, envelope charts, and micrometer to measure paper weights.
- Ability to prepare requests for quotes, invoices, Public Works in-house requisitions, procurement purchase order, monthly financial reports for printing, paper, and copier chargers, monthly vehicle mileage, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as a lead worker, influence others, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, and accounting terminology and language.
- Ability to communicate effectively with supervisors, clients, printing foreman, delivery driver, vendors, sales representatives, and other County employees.

## Printing Coordinator

### **Environmental Adaptability**

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, and noise extremes.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Fingerprints Laboratory	<b>Class Number:</b>	12244
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Medical Examiner's Office	<i>Exhibit 6</i>	

### Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Fingerprints unit including the collection, identification, and analysis of fingerprint evidence.

### Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the fingerprint lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises a small number of employees.

### Essential Job Functions

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

- 40% +/- 10%
- Conducts examination and processing of physical evidence suspected of bearing finger, palm, and foot prints; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates and conducts comparison of questioned prints to known standards; prepares and enters latent print evidence into an Automated Fingerprint Identification System (AFIS); maintains logs and records of examinations performed; prepares charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination; testifies in a court of law as an expert witness; performs administrative and technical case review; assists local agencies with requests for identification.
- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; 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; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 5%
- Updates and/or drafts Standard Operating Procedures; evaluates unit's performance to assess compliance with quality, time, and safety objectives. reviews procedures to ensure compliance with accreditation guidelines; implements and enforces quality assurance procedures; ensures compliance with unit laboratory safety program procedures.

10% +/- 5%

Effective Date: 08.03.2015  
Last Modified: 08.03.2015

## Supervisor, Fingerprints Laboratory

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; communicates results of cases to law enforcement, attorneys, and other ME staff; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Fingerprint laboratory spaces and AFIS equipment; ensures availability of laboratory supplies and equipment; reviews purchase orders for technical accuracy; ensures that supplies and equipment are ordered in a timely fashion; oversees and performs routine troubleshooting and maintenance of laboratory equipment.

5% +/- 2%

- Performs related administrative responsibilities; prepares 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; completes and directs method improvements, validations, and research projects.

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

- Bachelor's degree in biology, chemistry, forensic science, or related field with six (6) years experience performing comparison and identification of latent print material and related matter in a forensic laboratory; 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, AFIS Latent Workstation, alternate 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 and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

Effective Date: 08.03.2015  
Last Modified: 08.03.2015



## Supervisor, Fingerprints Laboratory

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and basic 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 record of evidence submissions, chain of custody records, record of evidence release, police reports, case final reports, requests for information release, subpoenas, digital images of Friction Ridge impressions, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including employee handbook, , standard operating procedures, quality assurance manual, safety manual, training manual, instrument/equipment manuals, and code of ethics.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos and reports, fingerprint laboratory manual/procedures drafts, examination reports, case files, standard operating procedures, quality assurance reports, 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, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with staff, other departmental employees/managers, supervisor, attorneys, juries, law enforcement personnel, students, 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.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Morgue Technician	<b>Class Number:</b>	12202
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office	<i>Exhibit H</i>	

### Classification Function

The purpose of this classification is to supervise staff and participate in a variety of duties facilitating the receipt and release of bodies in the Medical Examiner's Office (MEO).

### Distinguishing Characteristics

This is a supervisor level classification. Employees in this classification receive general supervision from the Manager, Morgue Operations and are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This classification differs from the Morgue Technician in that it supervises the latter and performs the more complex work of the 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.**

- 35% +/- 10%
- Supervises, organizes, prioritizes, and assigns work of Morgue Technicians; 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; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; draws blood and urine samples for toxicology; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.
- 20% +/- 10%
- Receives calls regarding deaths for County MEO office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.

Effective Date: 07.28.2014  
Last Modified: 07.28.2014

## Supervisor, Morgue Technician

5% +/- 2%

- Performs cleaning and maintenance of department equipment and vehicles; maintains proper hygiene standards for work station and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination; washes County vehicles.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; inventories department supplies; prepares purchase orders as needed; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies; works in the property room inventorying, securing, and releasing personal items/property of the deceased.

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

- High school diploma or equivalent and five (5) years of experience in death investigation, forensic investigation, paramedic, emergency medical technician, embalming, morgue facilities, or related 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 camera equipment and pill counter machine.
- Ability to stand and walk for a prolonged period of time, crawl, crouch, bend, twist, and ability to push and pull up to 300 or more lbs. (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 and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

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

Supervisor, Morgue Technician

### **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 diagnose. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including clothing lists, toxicology/laboratory specimen forms, Life Banc forms, biohazard forms, morgue handling fees, x-rays, and funeral home release documentation.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, supply forms, daily form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is performed in a morgue facility.
- Work may involve exposure to strong odors, toxic or poisonous agents, disease, and bodily fluids.

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

Effective Date: 07.28.2014  
Last Modified: 07.28.2014



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Deputy, Civil	<b>Class Number:</b>	1025701
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Sheriff's Office	<i>Exhibit F</i>	

### Classification Function

The purpose of this classification is to plan, organize, and direct the operations and activities of the Civil division of the Sheriff's Department including the Body Attachments, Cashiers, Deeds and Distributions, Executions, Land Sales and Writs units; to assist the Sheriff in the overall planning and organizing of the Civil division.

### Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Civil Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

### Essential Job Functions

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

- 35% +/- 10%
- Directs and manages the operations and activities of the Civil Division directly and through subordinate supervisors; coordinates work with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.
- 25% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; assists in the determination of departmental needs in terms of programs, personnel and equipment; regularly evaluates the efficiency of Civil division operations, the morale and discipline of employees and the department in general; prepares or directs the preparation of administrative studies, reports and recommendations.
- 25% +/- 5%
- Supervises the division's functions directly and through subordinate supervisors; coordinates and allocates work and balances staff accordingly; reviews work; approves hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

## Chief Deputy - Civil

5% +/- 2%

- Reviews and approves all checks and deeds prior to distribution; notarizes documents; oversees the service and returns of summons, subpoenas, and legal documents; reviews and submits bureau budget reports and statistics; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

10% +/- 5%

- Communicates with attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree in criminal justice, social services, liberal arts, criminal justice, business administration or a closely related field and five (5) years of experience in a civilian governmental law enforcement institution, which must have included a minimum of two years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

None

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

## Chief Deputy - Civil

### Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including court notes, time sheets, invoices, records, process server duty sheets, daily work count, foreclosure bulletin, eviction return report, disciplinary reports, bank statements and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, clerk's docket, sick call list, websites, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, correspondence, performance appraisals, disciplinary reports, invoices, order forms, bulletin board, foreclosure data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, magistrates, clerks, auditors, treasurers, courts, department directors, and attorneys.

### Environmental Adaptability

- Work is primarily performed indoors in an office environment.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Corrections Operations Support Manager	<b>Class Number:</b>	1025301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Sheriff's Office	<i>Exhibit J</i>	

### Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food services, laundry, inventory, sanitation and maintenance operations and activities for the Cuyahoga County Corrections Center.

### Distinguishing Characteristics

This is a management level class responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services, laundry, inventory, sanitation and maintenance units for the Cuyahoga County Corrections Center. This class works under general direction and the incumbents evaluate and recommend changes to, or develop new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. The employee in this class provides supervision to sworn and non-sworn lead classes and to classes that oversee the work of inmates. This class is distinguished from the Operations Warden in that the latter is the Division director that has overall responsibility for division programs and activities.

### Essential Job Functions

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

- 35% +/- 10%
- Plans, organizes, directs, coordinates, and supervises the functions of several units within the Corrections division of the Sheriff's Department; procures and/or oversees procurement of materials and equipment; receives, prepares, distributes and stores materials and equipment.
- 30% +/- 5%
- Supervises staff in the assigned units; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Determines recommends and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment.
- 10% +/- 5%
- Compiles updates and completes records; writes reports; maintains MSDS books and ensures that materials are stored in required conditions.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned areas; provides responsive, high quality service to those contacted in performance of duties; coordinates activities with appropriate County divisions and departments; provides accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves public relations issues.



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

Associate's degree in food services, management, or business administration and six (6) years of experience in the food service industry which should include experience supervising staff; or an equivalent combination of education, training, and experience.

**Additional Requirements**

None

**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 food service, laundry, and sanitation tools, equipment, and supplies.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance reports, disciplinary reports, vacation requests, tracking sheets, invoices and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety and sanitation manuals, standards, menus, MSDS books, labor contracts, and the Ohio Revised Code (ORC).
- Ability to prepare requisitions, logs, reports, performance appraisals, schedules, assignments, tracking sheets, menus, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## Corrections Operations Support 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 basic mechanical terminology and language.
- Ability to communicate with staff, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and sales representatives.

### **Environmental Adaptability**

- Work is primarily performed indoors.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Safety & Health Coordinator	<b>Class Number:</b>	15011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works	<i>Exhibit K</i>	

### Classification Function

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

### Distinguishing Characteristics

This is a journey level classification with responsibility for training County employees on safety procedures and maintaining safety equipment. This class is responsible for maintaining, monitoring, and inspecting safety equipment and conducting field inspections and certifications. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 30% +/- 10%
- Develops safety procedures and equipment training; conducts CPR, First Aid, Blood Borne Pathogen, AED, fire extinguisher, safety procedures training; teaches personnel correct work zone set-up; teaches proper handling, containment, and disposal of bodily fluid spills.
  
- 20% +/- 10%
- Maintains, monitors, inspects safety equipment; conducts field inspections and certifications; conducts fire and safety inspections of all county buildings; performs safety field inspections for Sanitary, Road & Bridge, and Construction crews; inspects, monitors, and maintains defibrillators and first aid kits; assures sharps containers are emptied on a regular basis in all county buildings; checks and certifies all confined space entry equipment; investigates incidents and accidents.
  
- 20% +/- 10%
- Researches, recommends, and distributes inventory; researches and distributes personal safety equipment; prepares bids for safety products and services; researches, bids, maintains fire extinguisher contract; controls inventory for all safety equipment within Public Works; recommends safety and health equipment to all departments in the county.
  
- 15% +/- 10%
- Develops, organizes, and implements fire, tornado, and power failure evacuations plans for all county buildings; organizes floor captains; conducts fire drills at all county buildings; attends meetings to recommend safety and security practices for various county departments.

## Safety & Health Coordinator

15% +/- 10%

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

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

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

Valid Ohio driver license and proof of automobile insurance.

### Additional Requirements for all levels

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

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

#### Physical Requirements

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

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 accident investigation reports, work repair reports, safety equipment purchase invoices, work completed invoices, proposals, protective service reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Fire Code Book, NFPA Code Book, OSHA Rules and Regulations, Ohio Manual of Uniform Traffic Control Devices, and Personnel Policies and Procedures Manual.

## **Safety & Health Coordinator**

- Ability to prepare accident records, activity reports, training reports, schedules, correspondence, speeches, pamphlets, weekly articles, Emergency Action Plans, safety equipment recommendations, bid specifications, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, safety, electrical, mechanical, basic law, OSHA terminology and language.
- Ability to communicate effectively with immediate supervisor, vendors, judges, other department directors, field personnel, coworkers, police officers, sheriff's department employees, other County employees, other government agencies, and the general public.

## **Environmental Adaptability**

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

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Survey Party Chief	<b>Class Number:</b>	18091
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works	<i>Exhibit L</i>	

### Classification Function

The purpose of this classification is to oversee, coordinate, and participate in the work of a survey crew in completing work requests; to perform field survey work to establish lines and grades to guide construction operations.

### Distinguishing Characteristics

This is an advance-journey level technical classification with responsibility for planning, scheduling, coordinating and participating in the work of field crews in establishing lines and grades to guide construction operations. This classification works under a framework of procedures and regulations. The incumbent exercises discretion in applying procedures ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Survey Party Chief oversees the work of field crews and requires a higher level of education and experience. This class is further distinguished from the Licensed Land Surveyor in the later is more involved in administrative work such as creating databases, drawings, reports, and calculations.

### 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%
- Performs field survey duties; determines degree of curves; checks computation curves and alignment data and determines location of reference points; computes distances and elevations; drafts AutoCAD engineering basemap; reduces survey field notes to develop basemaps.
  
- 40% +/- 10%
- Oversees and participates in the work of survey crews; sets-up work zones in field for field survey operations; trains journey level staff; plans, coordinates, assigns and reviews work; interprets engineering plans and standards to direct survey field crews; maintains standards; oversees the establishment of center lines, the securing of data for cross sections, bridges and drainage areas; oversees the staking of lines and elevations for grades, bridges and drainage structures; oversees and participates in the setting, recovery, traversing and referencing of geodetic monuments; checks accuracy of completed tasks.
  
- 20% +/- 10%
- Compiles and prepares work information; compiles and records field notes; checks accuracy of completed tasks.
  
- 10% +/- 5%
- Selects and provides necessary equipment and materials to complete work assignments; maintains survey equipment; drives and performs routine maintenance on survey vehicle.



## Survey Party Chief

### Experience Required to Perform Essential Job Functions

High school diploma supplemented with vocational training and two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### Additional Requirements

Requires a valid Ohio driver's license.

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

#### Physical Requirements

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

#### Supervisory Responsibilities

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

#### Mathematical Ability

- Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

#### Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including maps, right-of-way plans, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to utilize a variety of advisory data and information such as survey plat records, centerline drawings, field notes, elevation records, coordinate files, as built drawings, geodetic files, equipment inventory, time sheets, equipment manuals, procedures, guidelines and routine correspondence.
- Ability to prepare memos, correspondence, engineering base maps, right-of-way basemaps, plans, legal descriptions, calculations, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.

**Survey Party Chief**

- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

**Environmental Adaptability**

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

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



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

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

**DATE:** August 15, 2019

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

**FROM:** F. Allen Boseman, Chairman  
Cuyahoga County Personnel Review Commission

**RE:** Recommending Modifications to Class Plan

Please be advised that on August 14, 2019, 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**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade &amp; FLSA</b>	<b>Department</b>
Fiscal Specialist 1	11181	7A/Non-Exempt	All departments
Fiscal Specialist 2	11182	9A/Non-Exempt	All departments
Fiscal Specialist 3	11183	12A/Exempt	All departments

**PROPOSED NEW CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Histology Technician 12181	7A/Non-Exempt	7A/Non-Exempt (No Change)	Medical Examiner
Morgue Technician 1071121/12201	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner
Printing Coordinator 15161	7A/Non-Exempt	7A/Non-Exempt (No Change)	Public Works
Supervisor, Fingerprints Laboratory 12244	17A/Exempt	17A/Exempt (No Change)	Medical Examiner
Supervisor, Morgue Technician 1071122/12202	8A/Non-Exempt	8A/Non-Exempt (No Change)	Medical Examiner

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Chief Deputy, Civil	1025701	26A/Exempt	Sheriff's Office
Corrections Operations Support Manager	1025301	13A/Exempt	Sheriff's Office
Safety & Health Coordinator	15011	29A/Exempt	Public Works
Survey Party Chief	18091	29A/Exempt	Public Works

cc: Deborah Southerington, 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  
 Maggie Keenan, Director of OBM

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>11181</b>	<b>Fiscal Specialist 1</b>	<b>All departments</b>	<b>Non-Exempt</b>	<b>7A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	This is a new classification created by the PRC capturing the essential functions of two closely related classifications (Fiscal Officer 1 and Budget Officer 1). The intent is to collapse closely related classifications and streamline the County's Class Plan.
-------------------	---

<b>No. of Employees Affected:</b>	Fiscal Officer 1: 2
-----------------------------------	---------------------

<b>Dept.(s) Affected:</b>	All departments
---------------------------	-----------------

<b>Fiscal Impact:</b>	No fiscal impact as both employees fall within the assigned pay grade of the new classification. Fiscal Specialist 1 – PG 7A \$41,579.20 - \$58,240.00 Budget Officer 1 – PG 7A \$41,579.20 - \$58,240.00 Fiscal Officer 1 – PG 8A \$44,532.80 - \$62,337.60
-----------------------	---

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
------------------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Rhonda, Compensation Manager	7/3/2018 7/12/2019	Email Email	Review of Final Drafts Question regarding Impact
Kelli Neale, HR	7/3/2018 7/12/2019	Email Email	Review of Final Drafts Question regarding Impact
Jim Battigaglia, Archer Consultant	11/15/2019 3/13/2019 6/11/2019	Email Email Email	Request for PG Evaluation 2 <sup>nd</sup> Request for PG Eval Reminder for PG Eval



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 1	<b>Class Number:</b>	11181
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	All Departments		

## Classification Function

The purpose of this classification is to perform and monitor a variety of fiscal and budget activities including budget preparation.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for performing a variety of fiscal and budgetary duties. Employees in this classification perform work that is more routine and limited in scope and work under close supervision. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This position has no supervisory responsibilities.

## Essential Job Functions

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

- 50% +/- 10%
- Performs, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information from various sources to prepare and maintain technical records and reports related to fiscal activities and operations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, withdrawals, and deposits; monitors and tracks expenditures; performs coding functions necessary for proper coding of revenues, expenditures, and adjustments in database; monitors contracts and contract activities for program compliance.
- 40% +/- 10%
- Performs budget and fiscal agenda preparation duties for simple budgets and programs; participates in budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; prepares and maintains financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; assists with providing reports and information for audits; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients.

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

- Associate degree in accounting, business administration, finance or related field with one (1) year of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

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

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including fiscal reports, assessment reports, billing invoices, purchase orders, checks, vouchers, statements, letters, warrants, 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, purchasing policies and procedures, and manuals.
- Ability to prepare fiscal reports, financial reports, vouchers, purchase orders, invoices, reimbursements, receipts, revenue reports, agendas, 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, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with supervisor, coworkers, sales representatives, vendors, other County employees, community partners, external organizations, auditors, 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
11182	Fiscal Specialist 2	All Departments	Non-Exempt	9A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	This is a new classification created by the PRC capturing the essential functions of two closely related classifications (Fiscal Officer 2 and Budget Officer 2). The intent is to collapse closely related classifications and streamline the County's Class Plan.
-------------------	---

<b>No. of Employees Affected:</b>	Budget Officer 2s: 8 Fiscal Officer 2s: 7
-----------------------------------	--

<b>Dept.(s) Affected:</b>	All departments
---------------------------	-----------------

<b>Fiscal Impact:</b>	Three employees potentially impacted. 1 is over the max by \$5,595.20 1 is over the max by \$1,584.54 1 is over the max by \$956.80 Fiscal Specialist 2 – PG 9A \$47,507.20 - \$66,476.80 Budget Officer 2 – PG 9A \$47,507.20 - \$66,476.80 Fiscal Officer 2 – PG 10A \$50,481.60 - \$70,657.60
-----------------------	--

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
------------------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Rhonda, Compensation Manager	7/3/2018 7/12/2019	Email Email	Review of Final Drafts Question regarding Impact
Kelli Neale, HR	7/3/2018 7/12/2019	Email Email	Review of Final Drafts Question regarding Impact
Jim Battigaglia, Archer Consultant	11/15/2019 3/13/2019 6/11/2019	Email Email Email	Request for PG Evaluation 2 <sup>nd</sup> Request for PG Eval Reminder for PG Eval

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 2	<b>Class Number:</b>	11182
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	All Departments		

## Classification Function

The purpose of this classification is to plan and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to perform lead worker responsibilities.

## Distinguishing Characteristics

This is a journey level classification that is responsible for performing and coordinating a variety of fiscal and budgetary duties as well as acting as a lead worker. Employees in this classification work under limited guidance from a supervisor. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. The Fiscal Specialist 2 has greater autonomy and responsibility in performance of responsibilities than the Fiscal Specialist 1, as well as lead worker responsibilities. The Fiscal Specialist 2 is assigned work that is more technical in nature and more advanced budgets/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.**

- 40% +/- 10%
- Performs, plans, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; assists with managing fiscal programs and projects; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information to prepare and maintain technical records and reports related to fiscal activities and operations; oversees preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and deposits; monitors and tracks expenditures; monitors and ensures proper coding of revenues, expenditures, and adjustments in database; controls funds distributions to various accounts; monitors contracts and contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches payment and reimbursement discrepancies and past due and problem invoices and resolves; assists with developing fiscal, budget, and accounting procedures and ensuring operational compliance with applicable department, County, state and/or federal regulations.



40% +/- 5%

- Performs and coordinates budget and fiscal agenda preparation duties for moderately advanced budgets and programs; assists and advises management with budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; performs and oversees preparation and maintenance of financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; analyzes budget trends and fiscal activities of assigned area of responsibility; advises and consults with management concerning accounting and financial implications of existing and projected department operations; assists with development of policies and procedures as they relate to department budget and fiscal operations; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.

10% +/- 5%

- Serves as lead worker; may coordinate and oversee small projects; reviews and approves work submitted by other team members; provides quality control of content produced by lower level employees; identifies and recommends targeted training needs of lower level employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; coordinates the provision of reports and information for audits; coordinates with other county agencies on financial report preparation; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

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

- Bachelor's degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

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

- No special license or certification is required.

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

#### **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, calculate decimals and percentages, and perform routine statistics.

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including assessment reports, financial reports, FAMIS reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, warrants, 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; administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, State Auditor's personnel, subordinates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>11183</b>	<b>Fiscal Specialist 3</b>	<b>All Departments</b>	<b>Exempt</b>	<b>12A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	This is a new classification created by the PRC capturing the essential functions of two closely related classifications (Fiscal Officer 3 and Budget Officer 3). The intent is to collapse closely related classifications and streamline the County's Class Plan.
-------------------	---

<b>No. of Employees Affected:</b>	Budget Officer 3: 3 Fiscal Officer 3: 6
-----------------------------------	--

<b>Dept.(s) Affected:</b>	All departments
---------------------------	-----------------

<b>Fiscal Impact:</b>	One employee potentially impacted. Current salary would be increased by \$6,574.05 to the minimum of pay grade. Fiscal Specialist 3 – PG 12A \$56,368.00 - \$78,915.20 Budget Officer 3 – PG 11A \$53,372.80 - \$74,796.80 Fiscal Officer 3 – PG 13A \$59,342.40 - \$83,054.40 Step Placement TBD by Human Resources
-----------------------	---

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
------------------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Rhonda, Compensation Manager	7/3/2018 7/12/2019	Email Email	Review of Final Drafts Question regarding Impact
Kelli Neale, HR	7/3/2018 7/12/2019	Email Email	Review of Final Drafts Question regarding Impact
Jim Battigaglia, Archer Consultant	11/15/2019 3/13/2019 6/11/2019	Email Email Email	Request for PG Evaluation 2 <sup>nd</sup> Request for PG Eval Reminder for PG Eval

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 3	<b>Class Number:</b>	11183
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	All Departments		

## Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to supervise accounting, clerical, and other support staff.

## Distinguishing Characteristics

This is a supervisory level classification that is responsible for planning, coordinating, and directing a variety of fiscal and budgetary duties as well as supervising lower level fiscal and budget personnel. This class works under a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner. The Fiscal Specialist 3 is distinguished from the Fiscal Specialist 2 by supervisory duties, greater level of managing responsibility, and more advanced, technical duties.

## Essential Job Functions

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

30% +/- 10%

- Plans, directs, coordinates, and manages fiscal control activities and operations for a department or specialized fiscal section of a department or division; manages fiscal programs and projects; reviews, processes, and monitors expense adjustments, revenue adjustment, appropriation adjustments, budget transfers, requisitions, and purchase orders; oversees and directs preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; controls fund distribution to various accounts; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; authorizes and oversees inventory control and travel reimbursement functions; researches financial discrepancies and resolves; plans, develops, and updates fiscal, budget, and accounting procedures and ensures operational compliance with applicable department, County, state and/or federal regulations; manages and ensures compliance for federal grants.

30% +/- 10%

- Administers department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, grant accounts and budgets, cost funding, and cost management systems; develops and monitors budgetary programs and cost funding systems and procedures; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs; develops budget presentations; establishes and implements guidelines and procedures for budget preparation; develops, supervises, and monitors budget and fiscal control processes; prepares, maintains, and oversees preparation and maintenance of financial records and reports and ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and county, state, and federal regulations; develops, recommends, and implements policies and procedures as they relate to department budget and fiscal operations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

20% +/- 10%

- Supervises accounting, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plan, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Provides budgetary assistance and technical advice to budget and fiscal personnel, clients, upper level management, and other County departments; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; provides technical expertise in budgetary matters to county, state and/or private agencies; provides assistance with grant-funded programs to other county agencies; coordinates with other county agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

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

- Bachelor's degree in accounting, business administration, finance, or related field with three (3) years of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

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

- No special license or certification is required.



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

### **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, 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 assessment reports, financial reports, FAMIS reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, letters, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers vendors, service providers, other County employees, State Auditor's employees, subordinates, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12181	Histology Technician	MEO	Non-Exempt	7A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12181	Histology Technician	MEO	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	2
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Medical Examiner's Office
---------------------------	---------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Dr. Andrea McCollom, Forensic Pathologist 3	7/9/2019	Phone Call	Questions regarding Minimum Qualifications
	7/16/2019	Email	Review of Final Draft
	7/19/2019	Email	Clarifying Question
Dr. Joseph Felo, Chief Deputy ME	7/16/2019	Email	Review of Final Draft
	7/19/2019	Email	Clarifying Question
Jim Battigaglia – Archer Consultant	7/19/2019	Email	Request for Pay Grade Evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Histology Technician	<b>Class Number:</b>	12181
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform various tasks required for receiving, processing, and preparing tissue specimens for microscopic examination and analysis.

### Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations regarding the performance of duties.

### Essential Job Functions

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

- 60% +/- 10%
- Prepares slides of body tissue for microscopic examination; receives or retrieves specimens; processes specimens by inspecting and trimming tissues from autopsy; embeds tissue into blocks; prepares samples for observation under transmitted light by organizing, facing, sectioning, and labeling slides; stains tissue samples with dyes or other chemicals as appropriate; affixes coverslips to slides; examines slides under microscope to ensure tissue preparation meets laboratory requirements; maintains accurate documentation in accordance with established policies, procedures, and regulations.
- 20% +/- 10%
- Performs administrative duties facilitating storage of blocks and slides; verifies proper identification of slides and generates labels; files, retrieves, and distributes blocks and slides according to department procedures; purges archived files.
- 15% +/- 5%
- Performs cleaning and maintenance of laboratory instrumentation, equipment, and supplies; calibrates equipment; keeps maintenance and service logs for equipment; evaluates equipment and discusses with sales representatives; orders, stocks, and maintains inventory of supplies for department; assists with cleaning and sterilization of laboratory glassware, supplies, and equipment.
- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; assists with review, update, and implementation of department safety procedures; may act as MEO's Hazardous Waste Manager and dispose of hazardous waste according to applicable regulations and procedures.

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

- Associates degree in histology; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain and maintain a Histotechnician (HT) Certification through the American Society for Clinical Pathology (ASCP) within 24 months of hire date.
- 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 tools and equipment including forceps, scalpel, blades, tissue processor, Tissue Tek, Microtome, and drying oven.
- Ability to push, pull, and lift to 20 lbs.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including case record sheets and diagnostic reports.
- Ability to comprehend a variety of reference books and manuals including employee handbook, standard operating procedures, histology textbooks, and operating manuals.
- Ability to prepare purchase requests, case record sheet, cleaning sheets, hazardous materials notebook, 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, and to follow instructions.
- Ability to use and interpret medical/scientific and basic legal terminology and language.



## Histology Technician

- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, morticians, and sales representatives.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to bright lights, strong odors, toxic agents, diseases, bodily fluids, laboratory tools, and equipment.

*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
1071121 (OLD) 12201 (NEW)	Morgue Technician	MEO	Non-Exempt	5A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071121 (OLD) 12201 (NEW)	Morgue Technician	MEO	Non-Exempt	5A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, and formatting were all updated. No change to pay grade, FLSA status, or minimum qualifications.
-------------------	---

<b>No. of Employees Affected:</b>	Four (4)
-----------------------------------	----------

<b>Dept.(s) Affected:</b>	Medical Examiner's Office
---------------------------	---------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
William Scott, Supervisor, Morgue Technician	5/14/2019 7/3/2019	Email Email	Questions Regarding Minimum Quals Review of Final Drafts
Joseph Stopak, Manager of Morgue Operations	7/3/2019	Email	Review of Final Drafts
Hugh Shannon, Administrator - MEO	7/3/2019	Email	Review of Final Drafts
Jim Battigaglia, Archer Consultant	7/16/2019	Email	Request for Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Morgue Technician	<b>Class Number:</b>	12201
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to complete a variety of duties facilitating the receipt and release of bodies in the Medical Examiner's Office (MEO).

## Distinguishing Characteristics

This is an entry level classification that works under direct supervision from the Supervisor, Morgue Technician. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Incumbents perform recurring tasks using standard methods and techniques and work within a well-defined framework of policies, procedures, laws, and regulations.

## Essential Job Functions

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

- 35% +/- 10%
- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; draws blood and urine samples for toxicology; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.
- 25% +/- 10%
- Receives calls regarding deaths for County MEO office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
- 20% +/- 10%
- Prepares decedents for viewings for family or MEO personnel; checks case management system for bodies that need to be viewed; retrieves decedent and prepares for pathologist to view; moves body into various positions as needed by pathologist; collects fluid and DNA samples for non-autopsy cases using appropriate needles/syringes and labels samples; prepares decedents for viewing in family viewing cooler; facilitates family viewings by pulling back curtain; completes appropriate identification forms based on outcome of family viewings.
- 15% +/- 5%
- Performs cleaning and maintenance of department equipment and vehicles; maintains proper hygiene standards for work station and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination; washes County vehicles.

## Morgue Technician

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies.

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

- High school diploma or equivalent and one (1) year of experience in death investigation, forensic investigation, paramedic, emergency medical technician, embalming, morgue facilities, or related 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 camera equipment and pill counter machine.
- Ability to stand and walk for a prolonged period of time, crawl, crouch, bend, twist, and ability to push and pull up to 300 or more lbs. (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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 diagnose. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including records of bodies received, clothing lists, toxicology/laboratory specimen forms, morgue handling fees, x-rays, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including employee handbook, medical terminology book, and policies and procedures manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics 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, and to follow instructions.

## Morgue Technician

- Ability to use and interpret basic medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, law enforcement personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is performed in a morgue facility.
- Work may involve exposure to strong odors, toxic or poisonous agents, disease, and bodily fluids.

*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
15161	Printing Coordinator	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12244	Printing Coordinator	Public Works	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. The minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	One
-----------------------------------	-----

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Sebes, Senior Printing Coordinator	6/28/2019 7/16/2019	Email Email	Review of Final Draft Reminder
Michael Chambers,	6/28/2019 7/16/2019	Email Email	Review of Final Draft Reminder
Michael Dever,	6/28/2019 7/16/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	7/19/2019	Email	Request for Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Printing Coordinator	<b>Class Number:</b>	15161
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials, and services.

## Distinguishing Characteristics

This is an entry level classification with responsibility for assembling, delivering, tracking, and filing information related to printing orders. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures 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.**

- 45% +/- 10%
- Prepares, maintains, and submits financial reports and records; procures printing material and supplies; processes Facilities Asset Management Information System (FAMIS) charge-backs for copier, printer, and printing jobs; provides necessary documentation for audits; processes accounts payable; prepares invoices and maintains accounts receivable, checks, and submits revenue receipts and in house requisitions; submits driver's monthly vehicle mileage.
- 25% +/- 10%
- Procures supplies, materials and services for printing projects; prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote responses; performs miscellaneous duties to support purchasing activities.
- 15% +/- 5%
- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility; coordinates printing request to meet client's requirements; processes paper orders; estimates cost of job for materials; addresses inquiries of current and potential orders; prepares print job specifications; reviews typesetter proofs; prepares typesetter proofs.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains files for printed jobs, inventory, and supplies; packages and ships vouchers, paper, and envelope orders; disseminates mail.

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

- High school diploma or equivalent with three (3) years of experience in print production, accounting, business administration, purchasing, or administrative support; or an equivalent combination of education, 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 and copier.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, and lift up to 50 pounds.

#### **Mathematical Ability**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

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

- Ability to perform basic level of data analysis, including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents, including various print orders, requests for leave, requests for quotes; order forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Design & Printing Reference Book, envelope charts, and micrometer to measure paper weights.
- Ability to prepare requests for quotes, invoices, Public Works in-house requisitions, procurement purchase order, monthly financial reports for printing, paper, and copier chargers, monthly vehicle mileage, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as a lead worker, influence others, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, and accounting terminology and language.
- Ability to communicate effectively with supervisors, clients, printing foreman, delivery driver, vendors, sales representatives, and other County employees.

**Environmental Adaptability**

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, and noise extremes.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12244	Supervisor, Fingerprints Laboratory	MEO	Exempt	17A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12244	Supervisor, Fingerprints Laboratory	MEO	Exempt	17A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	One
-----------------------------------	-----

<b>Dept.(s) Affected:</b>	Medical Examiner's Office
---------------------------	---------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Dawn Schilens, Supervisor, Fingerprints Lab	6/20/2019	Phone Call	Questions regarding Physical Requirements and FEMA Training
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	7/01/2019	Email	Review of Final Draft
Dr. Thomas Gilson, County MEO	7/01/2019	Email	Review of Final Draft
Hugh Shannon, MEO Administrator	7/01/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	7/19/2019	Email	Request for Pay Grade Evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Fingerprints Laboratory	<b>Class Number:</b>	12244
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Fingerprints unit including the collection, identification, and analysis of fingerprint evidence.

## Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the fingerprint lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises a small number of employees.

## Essential Job Functions

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

- 40% +/- 10%
- Conducts examination and processing of physical evidence suspected of bearing finger, palm, and foot prints; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates and conducts comparison of questioned prints to known standards; prepares and enters latent print evidence into an Automated Fingerprint Identification System (AFIS); maintains logs and records of examinations performed; prepares charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination; testifies in a court of law as an expert witness; performs administrative and technical case review; assists local agencies with requests for identification.
- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; 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; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 5%
- Updates and/or drafts Standard Operating Procedures; evaluates unit's performance to assess compliance with quality, time, and safety objectives. reviews procedures to ensure compliance with accreditation guidelines; implements and enforces quality assurance procedures; ensures compliance with unit laboratory safety program procedures.

10% +/- 5%

Effective Date: 08.03.2015  
Last Modified: 08.03.2015

## Supervisor, Fingerprints Laboratory

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; communicates results of cases to law enforcement, attorneys, and other ME staff; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Fingerprint laboratory spaces and AFIS equipment; ensures availability of laboratory supplies and equipment; reviews purchase orders for technical accuracy; ensures that supplies and equipment are ordered in a timely fashion; oversees and performs routine troubleshooting and maintenance of laboratory equipment.

5% +/- 2%

- Performs related administrative responsibilities; prepares 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; completes and directs method improvements, validations, and research projects.

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

- Bachelor's degree in biology, chemistry, forensic science, or related field with six (6) years experience performing comparison and identification of latent print material and related matter in a forensic laboratory; 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, AFIS Latent Workstation, alternate 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 and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

## Supervisor, Fingerprints Laboratory

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and basic 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 record of evidence submissions, chain of custody records, record of evidence release, police reports, case final reports, requests for information release, subpoenas, digital images of Friction Ridge impressions, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including employee handbook, , standard operating procedures, quality assurance manual, safety manual, training manual, instrument/equipment manuals, and code of ethics.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos and reports, fingerprint laboratory manual/procedures drafts, examination reports, case files, standard operating procedures, quality assurance reports, 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, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with staff, other departmental employees/managers, supervisor, attorneys, juries, law enforcement personnel, students, 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.*

<b>CURRENT CLASSIFICATION</b>				
-------------------------------	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071122 (OLD) 12202 (NEW)	Supervisor, Morgue Technician	MEO	Non-Exempt	8A

<b>PROPOSED REVISED CLASSIFICATION</b>				
--	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071122 (OLD) 12202 (NEW)	Supervisor, Morgue Technician	MEO	Non-Exempt	8A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were all updated. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Medical Examiner's Office
---------------------------	---------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Joseph Stopak, Manager of Morgue Operations	7/3/2019	Email	Question Regarding Min Quals and Review of Final Drafts
Hugh Shannon, Administrator - MEO	7/3/2019	Email	Question Regarding Min Quals and Review of Final Drafts
Jim Battigaglia, Archer Consultant	7/16/2019	Email	Request for Pay Grade Evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Morgue Technician	<b>Class Number:</b>	12202
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to supervise staff and participate in a variety of duties facilitating the receipt and release of bodies in the Medical Examiner's Office (MEO).

### Distinguishing Characteristics

This is a supervisor level classification. Employees in this classification receive general supervision from the Manager, Morgue Operations and are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This classification differs from the Morgue Technician in that it supervises the latter and performs the more complex work of the 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.**

- 35% +/- 10%
- Supervises, organizes, prioritizes, and assigns work of Morgue Technicians; 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; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; draws blood and urine samples for toxicology; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.
- 20% +/- 10%
- Receives calls regarding deaths for County MEO office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.

## Supervisor, Morgue Technician

5% +/- 2%

- Performs cleaning and maintenance of department equipment and vehicles; maintains proper hygiene standards for work station and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination; washes County vehicles.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; inventories department supplies; prepares purchase orders as needed; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies; works in the property room inventorying, securing, and releasing personal items/property of the deceased.

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

- High school diploma or equivalent and five (5) years of experience in death investigation, forensic investigation, paramedic, emergency medical technician, embalming, morgue facilities, or related 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 camera equipment and pill counter machine.
- Ability to stand and walk for a prolonged period of time, crawl, crouch, bend, twist, and ability to push and pull up to 300 or more lbs. (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 and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add and 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 diagnose. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including clothing lists, toxicology/laboratory specimen forms, Life Banc forms, biohazard forms, morgue handling fees, x-rays, and funeral home release documentation.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, supply forms, daily form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is performed in a morgue facility.
- Work may involve exposure to strong odors, toxic or poisonous agents, disease, and bodily fluids.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1025701	Chief Deputy, Civil	Sheriff's Office	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	The incumbent retired in May 2018 and the duties have since been reassigned to a Deputy Sheriff's Sergeant.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Sheriff's Office
---------------------------	------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Hadiya Butler, HR Manager
------------------------------------	---

<b>Management Contact(s):</b>	
-------------------------------	--

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Deputy, Civil	<b>Class Number:</b>	1025701
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Sheriff's Office		

**Classification Function**

The purpose of this classification is to plan, organize, and direct the operations and activities of the Civil division of the Sheriff's Department including the Body Attachments, Cashiers, Deeds and Distributions, Executions, Land Sales and Writs units; to assist the Sheriff in the overall planning and organizing of the Civil division.

**Distinguishing Characteristics**

This single-position, management classification is responsible for management, coordination, supervision and control of the Civil Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

**Essential Job Functions**

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

- 35% +/- 10%
- Directs and manages the operations and activities of the Civil Division directly and through subordinate supervisors; coordinates work with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.
  
- 25% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; assists in the determination of departmental needs in terms of programs, personnel and equipment; regularly evaluates the efficiency of Civil division operations, the morale and discipline of employees and the department in general; prepares or directs the preparation of administrative studies, reports and recommendations.
  
- 25% +/- 5%
- Supervises the division's functions directly and through subordinate supervisors; coordinates and allocates work and balances staff accordingly; reviews work; approves hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

## Chief Deputy - Civil

5% +/- 2%

- Reviews and approves all checks and deeds prior to distribution; notarizes documents; oversees the service and returns of summons, subpoenas, and legal documents; reviews and submits bureau budget reports and statistics; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

10% +/- 5%

- Communicates with attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree in criminal justice, social services, liberal arts, criminal justice, business administration or a closely related field and five (5) years of experience in a civilian governmental law enforcement institution, which must have included a minimum of two years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

None

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

**Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including court notes, time sheets, invoices, records, process server duty sheets, daily work count, foreclosure bulletin, eviction return report, disciplinary reports, bank statements and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, clerk's docket, sick call list, websites, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, correspondence, performance appraisals, disciplinary reports, invoices, order forms, bulletin board, foreclosure data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, magistrates, clerks, auditors, treasurers, courts, department directors, and attorneys.

**Environmental Adaptability**

- Work is primarily performed indoors 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1025301</b>	<b>Corrections Operations Support Manager</b>	<b>Sheriff's Office</b>	<b>Exempt</b>	<b>11A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	This classification is vacant, and the responsibilities have been assumed by other department personnel and/or an outside vendor.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Sheriff's Office
---------------------------	------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Hadiya Butler, HR Manager
------------------------------------	---

<b>Management Contact(s):</b>	
-------------------------------	--

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Corrections Operations Support Manager	<b>Class Number:</b>	1025301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food services, laundry, inventory, sanitation and maintenance operations and activities for the Cuyahoga County Corrections Center.

### Distinguishing Characteristics

This is a management level class responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services, laundry, inventory, sanitation and maintenance units for the Cuyahoga County Corrections Center. This class works under general direction and the incumbents evaluate and recommend changes to, or develop new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. The employee in this class provides supervision to sworn and non-sworn lead classes and to classes that oversee the work of inmates. This class is distinguished from the Operations Warden in that the latter is the Division director that has overall responsibility for division programs and activities.

### Essential Job Functions

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

- 35% +/- 10%
- Plans, organizes, directs, coordinates, and supervises the functions of several units within the Corrections division of the Sheriff's Department; procures and/or oversees procurement of materials and equipment; receives, prepares, distributes and stores materials and equipment.
- 30% +/- 5%
- Supervises staff in the assigned units; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Determines recommends and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment.
- 10% +/- 5%
- Compiles updates and completes records; writes reports; maintains MSDS books and ensures that materials are stored in required conditions.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned areas; provides responsive, high quality service to those contacted in performance of duties; coordinates activities with appropriate County divisions and departments; provides accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves public relations issues.

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

Associate's degree in food services, management, or business administration and six (6) years of experience in the food service industry which should include experience supervising staff; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

None

### **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 food service, laundry, and sanitation tools, equipment, and supplies.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance reports, disciplinary reports, vacation requests, tracking sheets, invoices and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety and sanitation manuals, standards, menus, MSDS books, labor contracts, and the Ohio Revised Code (ORC).
- Ability to prepare requisitions, logs, reports, performance appraisals, schedules, assignments, tracking sheets, menus, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.



## Corrections Operations Support 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 basic mechanical terminology and language.
- Ability to communicate with staff, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and sales representatives.

## **Environmental Adaptability**

- Work is primarily performed indoors.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>15011</b>	<b>Safety &amp; Health Coordinator</b>	<b>Public Works</b>	<b>Exempt</b>	<b>10A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	This position is no longer within Public Works Department and the responsibilities have been transferred to an Unclassified position (Environmental Health & Safety Manager) in the Human Resource Department.
-------------------	--

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Department of Public Works
---------------------------	----------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Yolanda Guzman, HR Manager
------------------------------------	--

<b>Management Contact(s):</b>	Michael Dever, Director of Public Works
-------------------------------	---

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Safety & Health Coordinator	<b>Class Number:</b>	15011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

### Classification Function

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

### Distinguishing Characteristics

This is a journey level classification with responsibility for training County employees on safety procedures and maintaining safety equipment. This class is responsible for maintaining, monitoring, and inspecting safety equipment and conducting field inspections and certifications. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 30% +/- 10%
- Develops safety procedures and equipment training; conducts CPR, First Aid, Blood Borne Pathogen, AED, fire extinguisher, safety procedures training; teaches personnel correct work zone set-up; teaches proper handling, containment, and disposal of bodily fluid spills.
  
- 20% +/- 10%
- Maintains, monitors, inspects safety equipment; conducts field inspections and certifications; conducts fire and safety inspections of all county buildings; performs safety field inspections for Sanitary, Road & Bridge, and Construction crews; inspects, monitors, and maintains defibrillators and first aid kits; assures sharps containers are emptied on a regular basis in all county buildings; checks and certifies all confined space entry equipment; investigates incidents and accidents.
  
- 20% +/- 10%
- Researches, recommends, and distributes inventory; researches and distributes personal safety equipment; prepares bids for safety products and services; researches, bids, maintains fire extinguisher contract; controls inventory for all safety equipment within Public Works; recommends safety and health equipment to all departments in the county.
  
- 15% +/- 10%
- Develops, organizes, and implements fire, tornado, and power failure evacuations plans for all county buildings; organizes floor captains; conducts fire drills at all county buildings; attends meetings to recommend safety and security practices for various county departments.

## **Safety & Health Coordinator**

15% +/- 10%

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

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

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

Valid Ohio driver license and proof of automobile insurance.

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

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

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, 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 accident investigation reports, work repair reports, safety equipment purchase invoices, work completed invoices, proposals, protective service reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Fire Code Book, NFPA Code Book, OSHA Rules and Regulations, Ohio Manual of Uniform Traffic Control Devices, and Personnel Policies and Procedures Manual.

## **Safety & Health Coordinator**

- Ability to prepare accident records, activity reports, training reports, schedules, correspondence, speeches, pamphlets, weekly articles, Emergency Action Plans, safety equipment recommendations, bid specifications, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, safety, electrical, mechanical, basic law, OSHA terminology and language.
- Ability to communicate effectively with immediate supervisor, vendors, judges, other department directors, field personnel, coworkers, police officers, sheriff's department employees, other County employees, other government agencies, and the general public.

## **Environmental Adaptability**

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

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18091	Survey Party Chief	Public Works	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	The Survey Party Chief is vacant and obsolete due to advancements in technology. With GPS enabled equipment, two or in many instances one-man crews are now the norm.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Department of Public Works
---------------------------	----------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Yolanda Guzman, HR Manager
------------------------------------	--

<b>Management Contact(s):</b>	Michael Dever, Director of Public Works
-------------------------------	---

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Survey Party Chief	<b>Class Number:</b>	18091
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to oversee, coordinate, and participate in the work of a survey crew in completing work requests; to perform field survey work to establish lines and grades to guide construction operations.

**Distinguishing Characteristics**

This is an advance-journey level technical classification with responsibility for planning, scheduling, coordinating and participating in the work of field crews in establishing lines and grades to guide construction operations. This classification works under a framework of procedures and regulations. The incumbent exercises discretion in applying procedures ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Survey Party Chief oversees the work of field crews and requires a higher level of education and experience. This class is further distinguished from the Licensed Land Surveyor in the later is more involved in administrative work such as creating databases, drawings, reports, and calculations.

**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%
- Performs field survey duties; determines degree of curves; checks computation curves and alignment data and determines location of reference points; computes distances and elevations; drafts AutoCAD engineering basemap; reduces survey field notes to develop basemaps.
  
- 40% +/- 10%
- Oversees and participates in the work of survey crews; sets-up work zones in field for field survey operations; trains journey level staff; plans, coordinates, assigns and reviews work; interprets engineering plans and standards to direct survey field crews; maintains standards; oversees the establishment of center lines, the securing of data for cross sections, bridges and drainage areas; oversees the staking of lines and elevations for grades, bridges and drainage structures; oversees and participates in the setting, recovery, traversing and referencing of geodetic monuments; checks accuracy of completed tasks.
  
- 20% +/- 10%
- Compiles and prepares work information; compiles and records field notes; checks accuracy of completed tasks.
  
- 10% +/- 5%
- Selects and provides necessary equipment and materials to complete work assignments; maintains survey equipment; drives and performs routine maintenance on survey vehicle.

## **Survey Party Chief**

### **Experience Required to Perform Essential Job Functions**

High school diploma supplemented with vocational training and two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a valid Ohio driver's license.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including maps, right-of-way plans, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to utilize a variety of advisory data and information such as survey plat records, centerline drawings, field notes, elevation records, coordinate files, as built drawings, geodetic files, equipment inventory, time sheets, equipment manuals, procedures, guidelines and routine correspondence.
- Ability to prepare memos, correspondence, engineering base maps, right-of-way basemaps, plans, legal descriptions, calculations, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.



**Survey Party Chief**

- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

**Environmental Adaptability**

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

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
Fiscal Specialist 1	11181	7A/Non-Exempt	N/A	All departments	This is a new classification created by the PRC capturing the essential functions of two closely related classifications (Fiscal Officer 1 and Budget Officer 1). The intent is to collapse closely related classifications and streamline the County's Class Plan.
Fiscal Specialist 2	11182	9A/Non-Exempt	N/A	All departments	This is a new classification created by the PRC capturing the essential functions of two closely related classifications (Fiscal Officer 2 and Budget Officer 2). The intent is to collapse closely related classifications and streamline the County's Class Plan.
Fiscal Specialist 3	11183	12A/Exempt	N/A	All departments	This is a new classification created by the PRC capturing the essential functions of two closely related classifications (Fiscal Officer 3 and Budget Officer 3). The intent is to collapse closely related classifications and streamline the County's Class Plan.
<b><u>REVISED</u></b>					
Histology Technician	12181	7A/Non-Exempt	7A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Morgue Technician	1071121/ 12201	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, and formatting were all updated. No change to pay grade, FLSA status, or minimum qualifications.
Printing Coordinator	15161	7A/Non-Exempt	7A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2016. The minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Fingerprints Laboratory	12244	17A/Exempt	17A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.
Supervisor, Morgue Technician	1071122/ 12202	8A/Non-Exempt	8A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were all updated. No change to pay grade or FLSA status.
<b><u>DELETED</u></b>					
Chief Deputy, Civil	1025701	14A/Exempt	N/A	Sheriff's Office	The incumbent retired in May 2018 and the duties have since been reassigned to a Deputy Sheriff's Sergeant.
Corrections Operations Support Manager	1025301	11A/Exempt	N/A	Sheriff's Office	This classification is vacant, and the responsibilities have been assumed by other department personnel and/or an outside vendor.

Safety & Health Coordinator	15011	10A/Exempt	N/A	Public Works	This position is no longer within Public Works Department and the responsibilities have been transferred to an Unclassified position (Environmental Health & Safety Manager) in the Human Resource Department.
Survey Party Chief	18091	6A/Non-Exempt	N/A	Public Works	The Survey Party Chief is vacant and obsolete due to advancements in technology. With GPS enabled equipment, two or in many instances one-man crews are now the norm.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0195

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms:

Appointment:

1. Maggie Keenan for an unexpired term ending 12/31/2021 (replacing Crystal Bryant); and

Reappointment:

1. Vincent Holland for the term 1/1/2019 – 12/31/2021; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms as follows:

Appointment:

1. Maggie Keenan for an unexpired term ending 12/31/2021; and

Reappointment:

1. Vincent Holland for the term 1/1/2019 – 12/31/2021.

**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, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and 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

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: September 10, 2019

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

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



September 3, 2019

Dan Brady, President  
Cuyahoga County Council  
Cuyahoga County Administrative Headquarters  
2079 East Ninth Street, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Brady:

Pursuant to Ohio Revised Code 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to nominate the following individuals for appointment to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Re-appointment

- **Vincent Holland, 3-year term, 01/01/2019 - 12/31/2021**

New appointment

- **Maggie Keenan, 3-year term, 01/01/2019 - 12/31/2021 (replacing Crystal Bryant)**

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society. Members of the Board shall serve for three-year terms.

I have attached a copy of the nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

  
Armond Budish  
Cuyahoga County Executive

A Web site user submitted the Boards and Commissions Form with the following information:

Last Name : Holland

First Name : Vincent

City : Cleveland

State : Ohio

Zip : 44108

Phone Number : [REDACTED]

Email Address : [REDACTED]

Please select the boards/commissions/councils you would like to be considered for.: Community Based Correctional Facility Governing Board -

Why are you interested in serving on this board/commission/council? : I have served with this Board since its inception. In addition, I have 34 years of experience in the field of community corrections (retiring as the Chief Probation Officer for Cuyahoga County's Court of Common Pleas). I also am a life-long Cleveland resident who has been active with a number of groups dedicated to social justice reform. I will attack my resume, but I hold Masters degrees from CWRU (Sociology) and Cleveland State (MPA) and a PhD from Cleveland State (Public Affairs and Urban Studies). I have also worked with the addiction populations at Cleveland Clinic and University Hospitals, and presently work as a lecturer in Sociology at Cuyahoga Community College.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I believe that my academic background would allow me to be a good fit for the Board, as I have been an active member since its inception. I am also a person who grew up in communities where a significant number of people had direct experiences with our criminal justice systems (Glenville and Mount Pleasant). I still work with a number of organizations dedicated to reforming and improving our criminal justice system.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I listed some of those experiences above, but I have worked for an adult probation department (Cuyahoga County), served on a number of boards dedicated to social justice reform at the local and state levels, and have published in the field of corrections. I have also worked on developing programs and policies in the field on a number of occasions

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which



you have applied? If so, please detail the circumstances: : I do serve on the CAAA Board, The ADAMHS Board's police review initiative, Partners in Justice (dealing with issues of developmentaly challenged offenders)and a few other such boards, but I do not believe any of these would compromise me in any fashion.

Is there anything else you would like to note?: This should cover it, but your office sent me another message stating they also wanted my updated resume, and there was no way to attach it to this correspondence.

## Maggie Keenan

### PROFESSIONAL EXPERIENCE

#### **Cuyahoga County**

*Director, Office of Budget and Management*

**2015 – present**

- Won the inaugural Government Finance Officers Association Hero Award, recognizing public finance officers demonstrating extraordinary actions during times of crisis
- Provide decision support to the County Executive and County Council regarding \$2 billion operating and capital budgets, including providing recommendations on requests for new funding and to identify opportunities to increase revenue and/or reduce spending
- Manage the development of the biennial operating budget, the five-year capital improvements budget, the preparation of regular financial forecasts, and communicate the same to the County's elected officials, agency/department directors, and the public
- Manage the County's \$1.5 billion debt portfolio, including overseeing new bond issues, establishing debt policies, and ensuring adherence to all related regulations
- Maintained the County's AAA and Aa2 bond ratings from S&P and Moody's, respectively
- Participate in negotiations with the County's bargaining units with responsibility for presenting the County's financial status and completing analyses and providing recommendations relative to proposals from both management and labor
- Manage OBM's process improvement (Lean Six Sigma) activities, including selection of projects
- Recommend changes to financial policies to ensure accountability, transparency, and efficiency
- Led the implementation of the budget/reporting system as part of the larger Enterprise Resource Planning (ERP) project, totaling \$25 million
- Manage 10 staff, including hiring, workload assignment, and discipline

#### **Shaker Heights Public Library**

**2015**

*Fiscal Officer/Business Manager*

- Responsible for developing and managing \$5 million annual budget, including overseeing payroll for more than 100 staff, procurement, contracting, and accounting
- Provided financial analyses and recommendations to Administration and the Board of Trustees
- Initiated and managed the switch to an electronic time and attendance system
- Supervised Business Office staff

#### **Cuyahoga County**

**2006 – 2013**

*Senior Budget Management Analyst*

*02/08 – 10/13*

- Directly responsible for managing agency budgets, including the Courts, the Board of Elections, and the Dept. of Development, totaling more than \$300 million
- Prepared financial forecasts that were consistently within 3% of year-end actuals and was relied on to recommend cost reduction strategies when necessary
- Nominated by the County Executive and approved by the County Council to represent the County on the Tax Incentive Review Committee (2012 and 2013)
- Supervised staff analysts

*Health and Human Services Budget Management Analyst*

*06/06 – 02/08*

- Assisted in agency budget development and forecasting totaling nearly \$200 million

**Neighborhood Centers Association**

**2004 – 2006**

*Program Director*

- o Provided oversight of more than 30 academic and social service programs at 20 neighborhood centers and schools totaling more than \$2 million annually; independent evaluations affirmed that programs were successful in improving academic outcomes
- o Prepared grant applications and reports to funders, including the Ohio Department of Education, detailing program outcomes and compliance with grant requirements
- o Supervised program and support staff

**COMMUNITY INVOLVEMENT**

**Volunteer, Lake County Free Clinic**

**2010 – present**

**Violinist, Cleveland Women’s Orchestra**

**1991 – present**

**Coach, Girls on the Run/Running Club, Campus International School**

**2012 – 2016**

**Visiting Professional, International Criminal Court**

**2013**

**Volunteer, Free Medical Clinic of Greater Cleveland**

**2000 – 2004**

**Cleveland Bridge Builders, Cleveland Leadership Center**

**Class of 2011**

**EDUCATION**

**Cleveland State University**

Juris Doctor, Cleveland-Marshall College of Law

**2020 (Anticipated)**

*Winner, CALI Excellence for the Future Award, Legislation and Regulation*

Master of Public Administration, Levin College of Urban Affairs

**2007**

Bachelor of Arts, Urban Studies, Levin College of Urban Affairs

**2000**

Bachelor of Arts, Political Science & Psychology

**2000**

Yellow Belt Certification, Lean Six Sigma

**2018**

**PUBLICATIONS**

Keenan, Maggie. “CASE STUDY: The Redevelopment of the former Eaton Axle plant, Cleveland, Ohio” *Environmental Practice* Vol. 5, Number 1: March 2003