



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 1, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2019 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2019-0212: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2019-0215: A Resolution confirming the County Executive's appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.
 - c) R2019-0216: A Resolution confirming the County Executive's appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025, and declaring the necessity that this Resolution become immediately effective.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

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

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



MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING

TUESDAY, SEPTEMBER 17, 2019

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

10:00 AM

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:15 a.m.

2. ROLL CALL

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

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JULY 30, 2019 MEETING

A motion was made by Ms. Brown, seconded by Ms. Conwell and approved by unanimous vote to approve the 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.

Ms. Michele Pomerantz, Director of Regional Collaboration; addressed the Committee regarding Resolution No. R2019-0172. Discussion ensued.

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

Mr. Erskine Cade addressed the Committee regarding his nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2019-0172 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) R2019-0181: 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. R2019-0181. Discussion ensued.

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2019-0181 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- 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.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0195. Discussion ensued.

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

Ms. Maggie Keenan addressed the Committee regarding her nomination to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board. Discussion ensued.

Committee members asked questions of Ms. Keenan pertaining to her experience, expertise and qualifications, which she answered accordingly.

In lieu of his attendance, Mr. Vincent Holland submitted a written statement to the Committee regarding his nomination to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2019-0195 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:46 a.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0212

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

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

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

WHEREAS, on September 11, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through T) 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: *Employment Testing Associate*
Class Number: 10132
Pay Grade: 4A/Non-Exempt
- Exhibit B: Class Title: *IT Infrastructure Engineer 1*
Class Number: 16431
Pay Grade: 5B/Non-Exempt
- Exhibit C: Class Title: *IT Infrastructure Engineer 2*
Class Number: 16432
Pay Grade: 8B/Non-Exempt
- Exhibit D: Class Title: *IT Infrastructure Engineer 3*
Class Number: 16433
Pay Grade: 10B/Exempt
- Exhibit E: Class Title: *IT Infrastructure Engineer 4*
Class Number: 16434
Pay Grade: 12B/Exempt
- Exhibit F: Class Title: *IT Infrastructure Engineer 5*
Class Number: 16435
Pay Grade: 13B/Exempt
- Exhibit G: Class Title: *IT Infrastructure Engineer 6*
Class Number: 16436
Pay Grade: 14B/Exempt
- Exhibit H: Class Title: *Manager, IT Infrastructure and Operations*
Class Number: 16441
Pay Grade: 16B/Exempt
- Exhibit I: Class Title: *Senior Development Housing Specialist*
Class Number: 21022
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

- Exhibit J: Class Title: *Appraisal System Administrator*
Class Number: 16311
Pay Grade: 17B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.

Exhibit K: Class Title: *Manager, Commercial/Industrial Appraisal*
Class Number: 20031
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit L: Class Title: *Manager, Residential/Agricultural Appraisal*
Class Number: 20012
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit M: Class Title: *Mental Health Intake Specialist*
Class Number: 10181
Pay Grade: 7A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2013.
The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.

Exhibit N: Class Title: *Supervisor, Medical Secretary*
Class Number: 10012
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updated the language of the Classifications Specification to better reflect the duties performed by the incumbent. No change to the pay grade.

Exhibit O: Class Title: *Supervisor, Sign Shop*
Class Number: 15151
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit P: Class Title: *Director, Nursing-Corrections*
Class Number: 17061
Pay Grade: 15A/Exempt
* The duties performed by this classification are no longer being performed by MetroHealth and this classification is no longer needed by the department.

Exhibit Q: Class Title: *Director, Real Estate Appraisal*
Class Number: 20041
Pay Grade: 17A/Exempt
* HR informed the PRC that this position has been designated as
Unclassified by the Law Department.

Exhibit R: Class Title: *Manager, Accounting*
Class Number: 11064
Pay Grade: 12A/Exempt
* The Manager, Accounting is vacant and no longer
administratively necessary as all high-level Accountants report
directly to the Manager, Financial Reporting.

Exhibit S: Class Title: *Senior Supervisor, Fiscal Office*
Class Number: 11102
Pay Grade: 11A/Exempt
* The Senior Supervisor, Fiscal Office is vacant and no longer
administratively necessary since the Fiscal Office organizational
structure has changed to no longer need a second level of
supervisors (the Fiscal Officer Supervisor classification will
suffice).

Exhibit T: Class Title: *Supervisor, Records Management*
Class Number: 10123
Pay Grade: 9A/Exempt
* This position is vacant, and the department no longer has a need
to fill it as MetroHealth maintains the jails medical records.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 24, 2019

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Associate	Class Number:	10132
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Personnel Review Commission	EXhibit A	

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

30% +/- 10%

- Assists the Personnel Review Commission's employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit's email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process.

30% +/- 10%

- Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants' education and experience qualifications; evaluates applicants' eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status.

20% +/- 10%

- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records systems; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.) to assist with data tracking and reporting; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate files according to established records management systems; compiles data in Excel sheets and calculates basic statistics for management's review.

15% +/- 10%

- Performs test proctoring responsibilities; prints hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains

Effective:

Employment Testing Associate

high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests.

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) years of administrative support experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare logs, memos, reports, spreadsheets, work orders, 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.

Employment Testing Associate

- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 1	Class Number:	TBD
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to provide IT infrastructure and operational support of IT technology as well as to assist with the receipt and inventory of County IT equipment. Incumbents in this classification are responsible for deliveries of both IT and non-IT assets.

Distinguishing Characteristics

This is an entry level classification responsible for assisting with the delivery and installation of the County IT equipment at the user locations and provide junior level support of the IT technology. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned.

Essential Job Functions

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

- 55% +/- 10%
- Provides junior level support of the IT technology such as a hardware break fix; delivers, installs, and tears downs IT technology including PC's, printers, and other peripheral devices; answers end user questions; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 25% +/- 10%
- Assists with asset lifecycle management; places and records tags onto new equipment; scans and records barcodes on equipment for inventory purposes; disposes of County PC's or other peripheral devices that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and end user questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to other IT Infrastructure Engineers.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

IT Infrastructure Engineer 1

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including service desk tickets, emails, and delivery and shipping related materials.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 2	Class Number:	1086152
FLSA:	Non-Exempt	Pay Grade:	8B
Dept:	Information Technology	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to build, deploy and support end user related technologies. This includes building, configuring, diagnosing, and driving incident management.

Distinguishing Characteristics

This is an entry level classification responsible for the build, deployment, and support of end user related technologies for the County. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 65% +/- 10%
- Builds, deploys, and supports all end user related technologies; builds, configures, diagnoses, and drives incident management internally and with vendors; creates documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; assists with assets management lifecycle; deems if a piece of IT equipment is operational or nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 25% +/- 10%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets, technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 3	Class Number:	1086153
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology	Exhibit D	

Classification Function

The purpose of this classification is for the build, deployment, and support of end user related technologies as well as to assist as a project lead when requested by management. This includes building, configuring, diagnosing, and driving incident management internally and with the vendors.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all end user related technology for the County as well as assisting in driving the execution of projects and tasks when assigned. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification handles the more complex support tickets related to the end user related technologies and the service tickets.

Essential Job Functions

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

- 55% +/- 10%
 - Builds, deploys, and supports all end user related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with the vendors; resolves the more complex support tickets; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; administers incident related documentation; opens cases with vendors; assists and educates end users on the use and best practices of the technology; assists with the creation of trainings for end users.
- 20% +/- 10%
 - Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
 - Assists with asset lifecycle management; provides receipts and inventories County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; disposes technology that are deemed nonoperational.
- 5% +/- 2%
 - Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%
 - Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with two (2) years of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

IT Infrastructure Engineer 3

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 4	Class Number:	1086154
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	Exhibit E	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This class is responsible for resolving basic server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as diagnosing and driving incident management both internally and with vendors. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 75% +/- 10%

• Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%

• Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%

• Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%

• Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with three (3) years of end user IT technologies experience including one (1) year of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 5	Class Number:	1086155
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This classification is responsible for resolving more complex server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading smaller, less complex projects. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 4 in that this classification requires certification in a current County IT server technology.

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%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed; supports end user related technologies as needed.
- 15% +/- 5%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science or a related field with four (4) years of end user IT technologies experience including two (2) years of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

IT Infrastructure Engineer 5

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 6	Class Number:	1086156
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology	<i>Exhibit G</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies as well as to assist as a project lead for large, complex projects. This classification is responsible for researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology and assisting management on designing the architecture of software.

Distinguishing Characteristics

This is an advanced journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading large, complex projects. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 5 in that the senior level provides higher level technical support and troubleshooting assistance as well as assists in the designing of software architecture and researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology, and assists in budget management lifecycle.

Essential Job Functions

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

- 55% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket.
- 10% +/- 5%
- Assists as a project lead for large, complex projects; assists in the development of project and task plans; oversees the execution of plans; manages the prioritization and execution of team member assignments.
- 10% +/- 5%
- Assists management with vendor contracts; assists in the development of technology forecasts; presents technology roadmaps to management; researches and provides reports or other documentation of technology, and/or Return on Investment for future technology; assists management on designing the architecture of technology; assists in budget management lifecycle.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.

IT Infrastructure Engineer 6

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.

15% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree Vocational training in information technology, computer science or a related field with five (5) years of end user and server environmental IT technologies experience including (6) months of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.

IT Infrastructure Engineer 6

- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, performance and trending, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, IT Infrastructure and Operations	Class Number:	1086161
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology	Exhibit H	

Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services.

Distinguishing Characteristics

This is a first-level supervisor classification responsible for managing the operations and activities of an IT Infrastructure unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively to increase efficiencies and economies of scale. The primary focus of the Manager class is to manage and develop project plans, supervise employees in performance of the work of a unit, contract and budget management, and provide responsible and complex support to the division administrator.

Essential Job Functions

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

- 50% +/- 10%
 - Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.
- 20% +/- 10%
 - Supervises the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, and vendors; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, IT Infrastructure and Operations

15% +/- 5%

- Assists the Infrastructure and Operations Administrator in the development, implementation and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project related documents, service desk tickets, vendor contracts, invoices, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare annual reviews, staff appraisals, development plans, project plan updates, asset control inventory, performance and trending, technical documents, policies and 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Development	<i>Exhibit I</i>	

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that is assists with the administration of the county's housing and development programs. This class works under the direction of the Housing and Community Development Administrator and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation, process and program improvement, and supervises the lower level class.

Essential Job Functions

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

- 55% +/- 10%
- Assists with the administration of the county's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts.
- 20% +/- 5%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; develops new or revised programs and procedures.
- 15% +/- 5%
- Supervises Development Housing Specialists; 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 and monitors work performance standards; monitors and provides for training needs; meets with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Senior Development Housing Specialist

10% +/- 5%

- Performs related administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration or related field with five (5) years of community or economic development experience; or any equivalent combination of training and experience.
- Valid driver license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Senior Development Housing Specialist

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret loan underwriting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	16311
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology	<i>Exhibit J</i>	

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. 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.

- 40% +/- 10%
- Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
- Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

Appraisal System Administrator

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine and advanced 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

Appraisal System Administrator

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Commercial/Industrial Appraisal	Class Number:	20031
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	Exhibit K	

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgement in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
 - Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
 - Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
 - Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.

Manager, Commercial/Industrial Appraisal

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, 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 real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Residential/Agricultural Appraisal	Class Number:	20012
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee is supervised by the Director of Appraisal and works within a framework of regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

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 Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

Manager, Residential/Agricultural Appraisal

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or

Manager, Residential/Agricultural Appraisal

functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, 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 real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office	Exhibit M	

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

- 70% +/- 10%

• Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities
- 20% +/- 10%

• Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.
- 10% +/- 5%

• Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Mental Health Intake Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory 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 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 a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake Specialist

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office	<i>EXhibit N</i>	

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

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 and directs the work of Medical Secretaries; 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 assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors 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.
- 25% +/- 10%
- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 10%
- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; 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.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide.

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 final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Supervisor, Medical Secretary

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, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works	<i>Exhibit O</i>	

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Public Works Office.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

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, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.
- 20% +/- 10%

• Supervises Sign Shop personnel; 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 and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; 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%

• Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

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 operate a variety of sign construction equipment including auger, hammer drill, band saw, and drill punch.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to 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 understand and apply college level algebra and geometry.

Supervisor, Sign Shop

Language Ability & Interpersonal Communication

- 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 forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, 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, and 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 engineering and related terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Nursing - Corrections	Class Number:	17061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office	Exhibit P	

Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

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 nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%
 - Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 5%
 - Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Director, Nursing - Corrections

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

- Biennial renewal of license 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 operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Real Estate Appraisal	Class Number:	20041
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor	<i>Exhibit Q</i>	

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer; directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 10% +/- 5%
- Coordinates the triennial update and the sexennial physical reappraisal.

- 15% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

Director, Real Estate Appraisal

10% +/- 5%

- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance with five (5) years experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as an Appraiser by the Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.

Director, Real Estate Appraisal

- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.
- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, 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 real estate appraisal terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment with some field work required.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounting	Class Number:	11064
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor	<i>Exhibit R</i>	

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of the Accounting unit in the Fiscal Office in reconciling revenues and expenses between the Accounting and Treasurer's Offices; to plan, organize, direct and participate in the preparation and review of the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Accounting unit in the Accounting Division of the Fiscal Office. This class works under direction from the Financial Reporting Manager and is responsible for ensuring timely and accurate accounting of revenues and expenses. The employee is expected to exercise discretion in applying procedures to ensure that the unit's activities are completed in a timely, efficient and accurate manner.

Essential Job Functions

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

- 25% +/- 15%
- Plans, directs, organizes, trains staff, and participates in the preparation and review of the County's Annual Financial Report (CAFR) including the Report to Management, Auditor Confirmations, Single Audit Report, and State reports; extracts data from FAMIS and summarizes data into financial statements; prepare cash basis statements and generate Generally Applied Accounting Principle (GAAP) basis statements.

- 15% +/- 10%
- Plans, directs, organizes, and participates in producing reports of the transactions for all funds for the monthly reconciliations between the Accounting Office and the Treasurer's Office; prepares the monthly reconciliation process between those two Offices for the County's General and Special revenue funds; determines discrepancies and reconciles.

- 15% +/- 10%
- Reviews, analyzes, and inputs information into the Financial Accounting Management Information System (FAMIS) system on a daily basis to adjust expenditures, revenue and appropriations as requested by the Office of Budget Management (OBM) or at the request of the agency when needed by an outside board; reviews and analyzes requests for new funds, organizational structure changes, and other account classification data.

- 10% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.

- 20% +/- 10%
- Assists in the preparation and implementation of a variety of financial record keeping processes; assists in the preparation of Single Audit schedules to report expenditures in subfunds that receive federal funds; performs year-end closing processes in order to close out old or inactive

Manager, Accounting

grants and subfunds; implements reporting models as required including providing required training.

5% +/- 5%

- Communicates with fiscal officers of assigned County departments; provides technical assistance on FAMIS and provides training sessions for departments with new accounting system users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with five (5) years experience in accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as a Certified Public Accountant.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS reports, trial reports, cash financial statements and CAFR reports.

Manager, Accounting

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), GAAP, GAAFR, County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audits, CAFR reports, Accounting and Treasurer reconciliations, memos, forms, GAAP financial statements, performance reviews, correspondence, spreadsheets, and 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 accounting and financial analysis terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments, the general public and public accounting firms.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Fiscal Office	Class Number:	11102
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office	<i>Exhibit S</i>	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

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% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.
- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.
- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.
- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.
- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with five (5) years related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Senior Supervisor, Fiscal Office

- 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 administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor Records Management	Class Number:	10123
FLSA:	Exempt	Pay Grade:	9
Dept:	Sheriff's Department	<i>Exhibit T</i>	

Classification Function

The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Supervises records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibly in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.
- 30% +/- 10%
- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.
- 30% +/- 10%
- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

Supervisor, Records Management

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including time sheets, statistics, job applications, evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Supervisor, Records Management

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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



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

CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM

DATE: September 16, 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 September 11, 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

Classification Title	Classification Number	Pay Grade & FLSA	Department
Employment Testing Associate	10132	4A/Non-Exempt	Personnel Review Commission
IT Infrastructure Engineer 1	16431	5B/Non-Exempt	Information Technology
IT Infrastructure Engineer 2	16432	8B/Non-Exempt	Information Technology
IT Infrastructure Engineer 3	16433	10B/Exempt	Information Technology
IT Infrastructure Engineer 4	16434	12B/Exempt	Information Technology
IT Infrastructure Engineer 5	16435	13B/Exempt	Information Technology
IT Infrastructure Engineer 6	16436	14B/Exempt	Information Technology
Manager, IT Infrastructure and Operations	16441	16B/Exempt	Information Technology
Senior Development Housing Specialist	16441	11A/Exempt	Development

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Appraisal System Administrator 16311	17B/Exempt	17B/Exempt (No Change)	Information Technology
Manager, Commercial/Industrial Appraisal 20031	16A/Exempt	16A/Exempt (No Change)	Fiscal Office
Manager, Residential/Agricultural Appraisal 20012	16A/Exempt	16A/Exempt (No Change)	Fiscal Office
Mental Health Intake Specialist 10181	6A/ Non-Exempt	7A/ Non-Exempt	Sheriff's Office
Supervisor, Medical Secretary 10012	7A/ Non-Exempt	7A/Non-Exempt (No Change)	Medical Examiner
Supervisor, Sign Shop 15151	7A/ Non-Exempt	7A/Non-Exempt (No Change)	Public Works

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Director, Nursing – Corrections	17061	15A/Exempt	Sheriff's Office
Director, Real Estate Appraisal	20041	17A/Exempt	Fiscal Office
Manager, Accounting	11064	12A/Exempt	Fiscal Office
Senior Supervisor, Fiscal Office	11102	11A/Exempt	Fiscal Office
Supervisor, Records Management	10123	9A/Exempt	Sheriff's Office

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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10132	Employment Testing Associate	Personnel Review Commission	Non-Exempt	4A

Requested By: Personnel Review Commission

Rationale: This is a new classification requested by the Personnel Review Commission based on department need. The classification reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Personnel Review Commission

Fiscal Impact: PG 4A \$32,697.60 - \$45,801.60

Staffing Implications: Position to be filled once classification is active.

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
George Vaughan, Manager of Employment Testing	6/5/2019 6/21/2019	Email Email	Review of Final Draft Clarification Regarding Updates
Rebecca Kopcienski, Director of PRC	6/5/2019 6/21/2019	Email Email	Review of Final Draft Clarification Regarding Updates
Jim Battigaglia, Archer Consultant	6/28/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Associate	Class Number:	10132
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

- 30% +/- 10%
 - Assists the Personnel Review Commission's employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit's email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process.
- 30% +/- 10%
 - Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants' education and experience qualifications; evaluates applicants' eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status.
- 20% +/- 10%
 - Performs record maintenance activities; maintains manual records or filing system; maintains computerized records systems; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.) to assist with data tracking and reporting; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate files according to established records management systems; compiles data in Excel sheets and calculates basic statistics for management's review.
- 15% +/- 10%
 - Performs test proctoring responsibilities; prints hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains

Effective:

Employment Testing Associate

high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests.

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) years of administrative support experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare logs, memos, reports, spreadsheets, work orders, 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.

Employment Testing Associate

- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16431	IT Infrastructure Engineer 1	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 5B: \$35,900.80 – \$50,252.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 1	Class Number:	TBD
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide IT infrastructure and operational support of IT technology as well as to assist with the receipt and inventory of County IT equipment. Incumbents in this classification are responsible for deliveries of both IT and non-IT assets.

Distinguishing Characteristics

This is an entry level classification responsible for assisting with the delivery and installation of the County IT equipment at the user locations and provide junior level support of the IT technology. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned.

Essential Job Functions

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

- 55% +/- 10%
 - Provides junior level support of the IT technology such as a hardware break fix; delivers, installs, and tears downs IT technology including PC's, printers, and other peripheral devices; answers end user questions; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 25% +/- 10%
 - Assists with asset lifecycle management; places and records tags onto new equipment; scans and records barcodes on equipment for inventory purposes; disposes of County PC's or other peripheral devices that are deemed nonoperational.
- 5% +/- 2%
 - Provides Service Desk support; answers phone calls and end user questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to other IT Infrastructure Engineers.
- 15% +/- 5%
 - Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

IT Infrastructure Engineer 1

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including service desk tickets, emails, and delivery and shipping related materials.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

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
16432	IT Infrastructure Engineer 2	Information Technology	Non-Exempt	8B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 8B: \$47,008.00 – \$65,811.20 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 2	Class Number:	1086152
FLSA:	Non-Exempt	Pay Grade:	8B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to build, deploy and support end user related technologies. This includes building, configuring, diagnosing, and driving incident management.

Distinguishing Characteristics

This is an entry level classification responsible for the build, deployment, and support of end user related technologies for the County. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

65% +/- 10%

- Builds, deploys, and supports all end user related technologies; builds, configures, diagnoses, and drives incident management internally and with vendors; creates documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.

5% +/- 2%

- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; assists with assets management lifecycle; deems if a piece of IT equipment is operational or nonoperational.

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.

25% +/- 10%

- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed:

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets, technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

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
16433	IT Infrastructure Engineer 3	Information Technology	Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 10B: \$54,371.20 – \$76,148.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 3	Class Number:	1086153
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of end user related technologies as well as to assist as a project lead when requested by management. This includes building, configuring, diagnosing, and driving incident management internally and with the vendors.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all end user related technology for the County as well as assisting in driving the execution of projects and tasks when assigned. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification handles the more complex support tickets related to the end user related technologies and the service tickets.

Essential Job Functions

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

- 55% +/- 10%
 - Builds, deploys, and supports all end user related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with the vendors; resolves the more complex support tickets; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; administers incident related documentation; opens cases with vendors; assists and educates end users on the use and best practices of the technology; assists with the creation of trainings for end users.
- 20% +/- 10%
 - Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
 - Assists with asset lifecycle management; provides receipts and inventories County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; disposes technology that are deemed nonoperational.
- 5% +/- 2%
 - Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%
 - Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with two (2) years of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

IT Infrastructure Engineer 3

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
16434	IT Infrastructure Engineer 4	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 12B: \$61,796.80 – \$86,528.00 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Qualls and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 4	Class Number:	1086154
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This class is responsible for resolving basic server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as diagnosing and driving incident management both internally and with vendors. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 75% +/- 10%

Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%

Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%

Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%

Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with three (3) years of end user IT technologies experience including one (1) year of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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
16435	IT Infrastructure Engineer 5	Information Technology	Exempt	13B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 13B: \$65,520.00 – \$91,686.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 5	Class Number:	1086155
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This classification is responsible for resolving more complex server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading smaller, less complex projects. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 4 in that this classification requires certification in a current County IT server technology.

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%
 - Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed; supports end user related technologies as needed.
- 15% +/- 5%
 - Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
 - Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
 - Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.
- 15% +/- 5%
 - Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science or a related field with four (4) years of end user IT technologies experience including two (2) years of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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
16436	IT Infrastructure Engineer 6	Information Technology	Exempt	14B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 14B: \$69,201.60 – \$96,907.20 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 6	Class Number:	1086156
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies as well as to assist as a project lead for large, complex projects. This classification is responsible for researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology and assisting management on designing the architecture of software.

Distinguishing Characteristics

This is an advanced journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading large, complex projects. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 5 in that the senior level provides higher level technical support and troubleshooting assistance as well as assists in the designing of software architecture and researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology, and assists in budget management lifecycle.

Essential Job Functions

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

- 55% +/- 10%
 - Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket.
- 10% +/- 5%
 - Assists as a project lead for large, complex projects; assists in the development of project and task plans; oversees the execution of plans; manages the prioritization and execution of team member assignments.
- 10% +/- 5%
 - Assists management with vendor contracts; assists in the development of technology forecasts; presents technology roadmaps to management; researches and provides reports or other documentation of technology, and/or Return on Investment for future technology; assists management on designing the architecture of technology; assists in budget management lifecycle.
- 5% +/- 2%
 - Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.

IT Infrastructure Engineer 6

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.

15% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree Vocational training in information technology, computer science or a related field with five (5) years of end user and server environmental IT technologies experience including (6) months of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.

IT Infrastructure Engineer 6

- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, performance and trending, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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
16441	Manager, IT Infrastructure and Operations	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 16B: \$76,606.40 – \$107,244.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, IT Infrastructure and Operations	Class Number:	1086161
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services.

Distinguishing Characteristics

This is a first-level supervisor classification responsible for managing the operations and activities of an IT Infrastructure unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively to increase efficiencies and economies of scale. The primary focus of the Manager class is to manage and develop project plans, supervise employees in performance of the work of a unit, contract and budget management, and provide responsible and complex support to the division administrator.

Essential Job Functions

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

- 50% +/- 10%
 - Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.
- 20% +/- 10%
 - Supervises the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, and vendors; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, IT Infrastructure and Operations

15% +/- 5%

- Assists the Infrastructure and Operations Administrator in the development, implementation and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project related documents, service desk tickets, vendor contracts, invoices, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare annual reviews, staff appraisals, development plans, project plan updates, asset control inventory, performance and trending, technical documents, policies and 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

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
21022	Senior Development Housing Specialist	Development	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 11A \$53,372.80 - \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara P. Jackson, Administrator HCDD	7/23/2019	Email	Questions
Sara P. Jackson, Administrator HCDD	8/2/2019	Email	Review of draft
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Development		

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that assists with the administration of the county's housing and development programs. This class works under the direction of the Housing and Community Development Administrator and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation, process and program improvement, and supervises the lower level class.

Essential Job Functions

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

- 55% +/- 10%

Assists with the administration of the county's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts.
- 20% +/- 5%

Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; develops new or revised programs and procedures.
- 15% +/- 5%

Supervises Development Housing Specialists; 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 and monitors work performance standards; monitors and provides for training needs; meets with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Senior Development Housing Specialist

10% +/- 5%

- Performs related administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration or related field with five (5) years of community or economic development experience; or any equivalent combination of training and experience.
- Valid driver license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Senior Development Housing Specialist

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret loan underwriting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16311	Appraisal System Administrator	Information Technology	Exempt	17B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16311	Appraisal System Administrator	Information Technology	Exempt	17B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Eric Paliwoda, Web Development Manager	6/28/2019	Email	Ask questions about minimum qualifications
Eric Paliwoda, Web Development manager	7/10/2019	Email	Sent draft specifications
Eric Paliwoda, Web Development manager	7/24/2019	Email	Reminder
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	16311
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. 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.

- 40% +/- 10%
 - Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
 - Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
 - Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
 - Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

Appraisal System Administrator

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine and advanced 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

Appraisal System Administrator

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
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2015. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Harbaugh, Director of Appraisal	6/17/2019	Email	Questions Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Lisa Rocco, Director of Operations - Fiscal	8/12/2019	Email	Follow Up Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation
	8/12/2019	Email	Follow Up Regarding Minimum Qualifications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Commercial/Industrial Appraisal	Class Number:	20031
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgement in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
 - Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
 - Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
 - Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.

Manager, Commercial/Industrial Appraisal

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, 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 real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

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
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Harbaugh, Director of Appraisal	6/17/2019	Email	Questions Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Lisa Rocco, Director of Operations - Fiscal	8/12/2019	Email	Follow Up Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Residential/Agricultural Appraisal	Class Number:	20012
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee is supervised by the Director of Appraisal and works within a framework of regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

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 Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
 - Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
 - Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or

Manager, Residential/Agricultural Appraisal

functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, 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 real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10181	Mental Health Intake Specialist	Sheriff's Office	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10181	Mental Health Intake Specialist	Sheriff's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2013. The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 6A: \$38,625.60 – \$54,100.80 PG 7A: \$41,579.20 – \$58,240.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kathryn Guinther, Social Program Administrator	7/17/2019	Email	Questions about minimum qualifications
Kathryn Guinther, Social Program Administrator	7/24/2019	Phone Call	Discussed the minimum qualifications
Kathryn Guinther, Social Program Administrator	7/31/2019	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

70% +/- 10%

- Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities

20% +/- 10%

- Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.

10% +/- 5%

- Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Mental Health Intake Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory 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 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 a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake Specialist

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
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Updated the language of the Classification Specification to better reflect the duties performed by the incumbent. No change to the pay grade
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Hugh Shannon, Director of ME Operations	7/10/2019	Email	Sent drafted specification
Hugh Shannon, Director of ME Operations	7/26/2019	Email	Reminder
Hugh Shannon, Director of ME Operations	8/8/2019	Email	Reminder
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

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 and directs the work of Medical Secretaries; 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 assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors 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.
- 25% +/- 10%
- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 10%
- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; 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.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide.

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 final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Supervisor, Medical Secretary

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, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

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
15151	Supervisor, Sign Shop	Public Works	Non-Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15151	Supervisor, Sign Shop	Public Works	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
James Hazimihalis, Chief Section Engineer	7/18/2019 7/18/2019 7/24/2019 7/25/2019 7/31/2019	Email Phone Call Email Email Email	Questions Regarding Minimum Qualifications Questions Regarding Essential Job Functions Review of Final Draft Follow Up
Brian Stapleton, Chief Maintenance Administrator	7/24/2019 7/25/2019 7/31/2019	Email Email Email	Questions Regarding Essential Job Functions Review of Final Draft Follow Up
Jon Osterstock, Engineer 4	7/24/2019 7/25/2019 7/31/2019	Email Email Email	Questions Regarding Essential Job Functions Review of Final Draft Follow Up
Michael Dever, Director of PW	7/25/2019 7/31/2019	Email Email	Copied on Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Public Works Office.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

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, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.
- 20% +/- 10%

Supervises Sign Shop personnel; 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 and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; 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%

Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

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 operate a variety of sign construction equipment including auger, hammer drill, band saw, and drill punch.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to 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 understand and apply college level algebra and geometry.

Language Ability & Interpersonal Communication

- 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 forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, 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, and 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 engineering and related terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1054121 (OLD) 17061 (NEW)	Director, Nursing - Corrections	Sheriff's Office	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Hadiya Butler, HR Manager
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Management Contact(s):	None
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Nursing - Corrections	Class Number:	17061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

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 nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%

• Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 5%

• Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Director, Nursing - Corrections

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

- Biennial renewal of license 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 operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20041	Director, Real Estate Appraisal	Fiscal Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	HR informed the PRC that this position has been designated as Unclassified by the Law Department.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Dennis Kennedy, County Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Real Estate Appraisal	Class Number:	20041
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer; directs appraisal plans, programs, and objectives.
- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.
- 10% +/- 5%
- Coordinates the triennial update and the sexennial physical reappraisal.
- 15% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

Director, Real Estate Appraisal

10% +/- 5%

- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance with five (5) years experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as an Appraiser by the Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.

Director, Real Estate Appraisal

- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.
- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, 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 real estate appraisal terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment with some field work required.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11064	Manager, Accounting	Fiscal Office	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	The Manager, Accounting is vacant and no longer administratively necessary as all high-level Accountants report directly to the Manager, Financial Reporting.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Dennis Kennedy, County Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounting	Class Number:	11064
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of the Accounting unit in the Fiscal Office in reconciling revenues and expenses between the Accounting and Treasurer's Offices; to plan, organize, direct and participate in the preparation and review of the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Accounting unit in the Accounting Division of the Fiscal Office. This class works under direction from the Financial Reporting Manager and is responsible for ensuring timely and accurate accounting of revenues and expenses. The employee is expected to exercise discretion in applying procedures to ensure that the unit's activities are completed in a timely, efficient and accurate manner.

Essential Job Functions

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

- 25% +/- 15%
- Plans, directs, organizes, trains staff, and participates in the preparation and review of the County's Annual Financial Report (CAFR) including the Report to Management, Auditor Confirmations, Single Audit Report, and State reports; extracts data from FAMIS and summarizes data into financial statements; prepare cash basis statements and generate Generally Applied Accounting Principle (GAAP) basis statements.
- 15% +/- 10%
- Plans, directs, organizes, and participates in producing reports of the transactions for all funds for the monthly reconciliations between the Accounting Office and the Treasurer's Office; prepares the monthly reconciliation process between those two Offices for the County's General and Special revenue funds; determines discrepancies and reconciles.
- 15% +/- 10%
- Reviews, analyzes, and inputs information into the Financial Accounting Management Information System (FAMIS) system on a daily basis to adjust expenditures, revenue and appropriations as requested by the Office of Budget Management (OBM) or at the request of the agency when needed by an outside board; reviews and analyzes requests for new funds, organizational structure changes, and other account classification data.
- 10% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.
- 20% +/- 10%
- Assists in the preparation and implementation of a variety of financial record keeping processes; assists in the preparation of Single Audit schedules to report expenditures in subfunds that receive federal funds; performs year-end closing processes in order to close out old or inactive

Manager, Accounting

grants and subfunds; implements reporting models as required including providing required training.

5% +/- 5%

- Communicates with fiscal officers of assigned County departments; provides technical assistance on FAMIS and provides training sessions for departments with new accounting system users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with five (5) years experience in accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as a Certified Public Accountant.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS reports, trial reports, cash financial statements and CAFR reports.

Manager, Accounting

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), GAAP, GAAFR, County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audits, CAFR reports, Accounting and Treasurer reconciliations, memos, forms, GAAP financial statements, performance reviews, correspondence, spreadsheets, and 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 accounting and financial analysis terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments, the general public and public accounting firms.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11102	Senior Supervisor, Fiscal Office	Fiscal Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	The Senior Supervisor, Fiscal Office is vacant and no longer administratively necessary since the Fiscal Office organizational structure has changed to no longer need a second level of supervisors (the Fiscal Officer Supervisor classification will suffice).
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Dennis Kennedy, County Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Fiscal Office	Class Number:	11102
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

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% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.

- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with five (5) years related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Senior Supervisor, Fiscal Office

- 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 administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10123	Supervisor, Records Management	Sheriff's Office	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This position is vacant, and the department no longer has a need to fill it as Metrohealth maintains the jails medical records.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Hadiya Butler, Human Resources Manager Jonathan Zerulik, HR Manager
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Management Contact(s):	Clifford Pinkney, Sherriff
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor Records Management	Class Number:	10123
FLSA:	Exempt	Pay Grade:	9
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Supervises records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibly in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.
- 30% +/- 10%
- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.
- 30% +/- 10%
- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

Supervisor, Records Management

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including time sheets, statistics, job applications, evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Supervisor, Records Management

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Employment Testing Associate	10132	N/A	4A/Non-Exempt	Personnel Review Commission	This is a new classification requested by the Personnel Review Commission based on department need. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 1	16431	N/A	5B/Non-Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 2	16432	N/A	8B/Non-Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 3	16433	N/A	10B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 4	16434	N/A	12B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 5	16435	N/A	13B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 6	16436	N/A	14B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
Manager, IT Infrastructure and Operations	16441	N/A	16B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
Senior Development Housing Specialist	21022	N/A	11A/Exempt	Development	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.

REVISED					
Appraisal System Administrator	16311	17B/Exempt	17B/Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.
Manager, Commercial/Industrial Appraisal	20031	16A/Exempt	16A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2015. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Manager, Residential/Agricultural Appraisal	20012	16A/Exempt	16A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2017. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Mental Health Intake Specialist	10181	6A/Non-Exempt	7A/Non-Exempt	Sheriff's Office	PRC routine maintenance. Classification last revised in 2013. The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.
Supervisor, Medical Secretary	10012	7A/Non-Exempt	7A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. Updated the language of the Classification Specification to better reflect the duties performed by the incumbent. No change to the pay grade
Supervisor, Sign Shop	15151	7A/Non-Exempt	7A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
DELETED					
Director, Nursing – Corrections	17061	15A/Exempt	N/A	Sheriff's Office	The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.
Director, Real Estate Appraisal	20041	17A/Exempt	N/A	Fiscal Office	HR informed the PRC that this position has been designated as Unclassified by the Law Department.
Manager, Accounting	11064	12A/Exempt	N/A	Fiscal Office	The Manager, Accounting is vacant and no longer administratively necessary as all high-level Accountants report directly to the Manager, Financial Reporting.
Senior Supervisor, Fiscal Office	11102	11A/Exempt	N/A	Fiscal Office	The Senior Supervisor, Fiscal Office is vacant and no longer administratively necessary since the Fiscal Office organizational structure has changed to no longer need a second level of supervisors (the Fiscal Officer Supervisor classification will suffice).
Supervisor, Records Management	10123	9A/Exempt	N/A	Sheriff's Office	This position is vacant, and the department no longer has a need to fill it as Metrohealth maintains the jails medical records.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0215

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County Code Section 205.10 was enacted to establish the Cuyahoga County Division of Children and Family Services Advisory Board (“DCFS Board”) pursuant to Ohio Revised Code Section 5153.05 as an “advisory committee on children services”; and

WHEREAS, the DCFS Board shall be comprised of up to ten members who shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services leadership; and

WHEREAS, pursuant to Section 205.10(B) of the Cuyahoga County Code the DCFS Board must be appointed by the County Executive subject to confirmation by County Council; and

WHEREAS, members of the DCFS Board shall be appointed to serve a four-year term; and

WHEREAS, the County Executive has nominated Natasha Davis (replacing Sonia M. Emerson) to serve on the DCFS Board for an unexpired term ending 2/28/2023.

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 provides 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 of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023.



September 13, 2019

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Brady:

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nominations for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Natasha Davis, unexpired term expiring, 2/28/2023 (replacing Sonia Emerson)**

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 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,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish
Cuyahoga County Executive

Natasha Davis

NOTABLE PROFICIENCIES:

- Highly organized and detail oriented
- Able to prioritize and multitask
- Knowledgeable about services and academic policies and procedures
- Punctual and dependable
- Strong work ethic
- Can work independently and as part of a team
- Sensitive to the needs of a diverse population
- Proficient in Microsoft Word and PowerPoint
- Outstanding Communication Skills
- Demonstrated ability to conduct outreach activities to students, faculty, staff and community
- Committed to student success and satisfaction
- Active listener and Empathetic

EDUCATION:

Cuyahoga Community College Cleveland, Ohio
Associate of Arts, May 2018

Cleveland State University Cleveland, Ohio
Bachelors of social work, in Progress
TESOL Certificate, in progress

HONORS AND AWARDS:

Student of the Year, 2017
The Louis and Carl Stokes Award, 2017
Junior League Scholarship recipient, 2017
Frances M. Franklin Scholarship Merit Award winner, 2017
Community Champion Award, 2017
Ohio Reach Mentee Scholarship recipient, 2016 and 2017
Sheridan J. Memorial Scholarship recipient, 2016
Proclamation from the Governor & Cuyahoga County Council 2018
Terrell Howard Alumni Award 2019

SCHOOL AND COMMUNITY INVOLVEMENT

Cuyahoga Community College, Parma, OH
Peer Mentor
Black American Council Member

2017-Present
2016-Present

Three Days on the Hill, Washington, D.C.
Delegate for Children and Family Services

March 2017

- Testified to legislators on child welfare related issues
- Assisted with food purchase orders for fellow participants
- Advocated for current and aged out foster youth
- Created relationships with legislators and advocated for change in the foster care system which I am very passionate about

Cleveland City Hall, Cleveland, Ohio

Intern in Human Services

June 2013

- Filed legal documents
- Answered and Directed phone calls
- Assisted with events (job fairs)
- Faxed documents
- Developed and executed professional communication and work skills

Christ United Methodist Church, Cleveland, Ohio

December 2013- Present

Volunteer

- Prepares meals
- Serve
- Clean after each dinner

WORK EXPERIENCE:

Cuyahoga Community College, Parma, OH

February 2018 –Present

Support Specialist

- Schedules appointments for the counselors
- Answers phones and assists students with academic and personal counseling related circumstances
- Provides support to students
- Operate software's such as SARS, Banner, and Cisco agent unit

Griswold Homecare, North Olmsted, OH

August 2019- Present

Caregiver

- *Emotional companion for the elderly population*
- *Patient care and customer service skills*
- *Assisted in preparing nutritious meals and feeding clients as needed.*

- *Communicate with clients to assert their feelings*

- *Documents and reports observations*

The Center for Dialysis, Euclid, OH

August 2019- Present

Social Work Intern

- Field experience for Cleveland State University's Social work program.

Cuyahoga Community College, Parma, OH

November 2016-March 2018

Student Ambassador

- Assist students with online and in-person registration of classes
- Educate students on how to use My-Tri-C Space
- Direct students to proper locations to assist with their needs: The Counseling Office, Financial Aid, the Enrollment Center, Testing Center, Book Store, Academic Departments
- Operate software such as Degree Works, Blackboard and My Tri-C Space
- Assist with New Student Orientation
- Direct tours of the College and inform students of college resources

Cuyahoga Community College, Parma Ohio

August 2017-Present

Foster Scholars Program Liaison /Mentor

- Mentor students who have been in the foster care system

- Develop and cultivate relationships with students and staff to assist students who may need additional help transitioning to college
- Assist with arranging events

Gordon Food Service, Cleveland Ohio

Sales Associate

November 2013-July 2016

- Performed cash transactions and operated the cash register
- Greeted customers in a friendly manner
- Recommended and helped customers select merchandise based on their needs
- Provided stellar customer service
- Consulted with businesses to assist in planning corporate events
- Became a recognized Team Leader

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0216

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of county hospital trustees and the means by which appointments are made; and

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six-year term; and

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; 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 Bernardo F. Moreno (replacing Larry Macon) to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025; 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 provides 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:



September 16, 2019

Dan Brady, President
Cuyahoga County Council
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: MetroHealth System Board of Trustees

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 339, I submit the following information for service on the MetroHealth System Board of Trustees:

- **Bernie Moreno**, 6 - year term: 03/05/2019 - 3/4/2025 (Replacing Larry Macon)

Candidates for this board shall:

1. "Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"

Mr. Moreno qualified electors residing in the county.

2. "...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas

Mr. Moreno has been jointly selected by the County Executive and the Judge, "of the most senior in point service" for the Common Pleas Court (the Honorable Daniel Gaul) and for the Probate Courts (the Honorable Anthony Russo). Correspondence from the Honorable Daniel Gaul and the Honorable Anthony Russo in support of his nomination will be sent separately.

For your review, I have attached pertinent documents submitted by the candidate. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish
Cuyahoga County Executive



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

July 19, 2019
Judge Daniel Gaul
Cuyahoga County Common Pleas Court
1200 Ontario Street
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Gaul,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Bernie Moreno**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. Moreno's biography is attached for your review and meets the qualifications to serve on this board.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish
County Executive

Approved:

A handwritten signature in black ink, appearing to read "Daniel Gaul".

Judge Daniel Gaul



July 19, 2019
Judge Anthony Russo, Presiding Judge
Probate Court of Cuyahoga County
1 Lakeside Avenue
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Bernie Moreno**

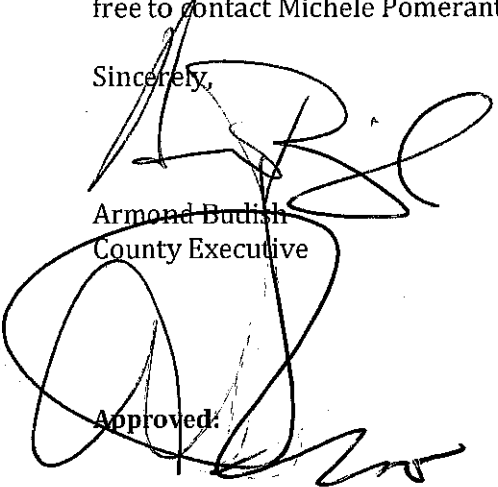
Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. Moreno's biography is attached for your review and meets the qualifications to serve on this board.

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

Sincerely,


Armond Budish
County Executive

Approved:


Judge Anthony Russo

Bernie Moreno – President, Bernie Moreno Companies

It's been only a decade-and-a-half since Bernie Moreno arrived in Northeast Ohio. Yet in that relatively short amount of time, he has made a lasting impact on his adopted hometown, serving the community, changing the culture of Greater Cleveland business and working to alter the trajectory of the region's economy.

He arrived in Cleveland in 2005, after purchasing a small, underperforming Mercedes-Benz dealership on the West Side. In just one year, Bernie, then in his mid-30s, transformed the dealership, earning it Mercedes' coveted "Best of the Best" Award, an honor it would go on to win an unprecedented 12 years in a row. It quickly became the largest-volume Mercedes-Benz dealership in the Central United States.

Along the way, Bernie began acquiring and transforming more than a dozen additional dealerships, across Northeast Ohio and into four states, adding such brands as Porsche, Aston Martin, Rolls-Royce and Masarati, eventually becoming the largest-volume luxury dealer in the Midwest.

Keenly aware of the acceleration of technology, Bernie is always on the lookout for potential disruptive challenges to his businesses and for promising investment opportunities – through start-ups and strategic acquisitions. Bernie Moreno Companies now boasts a variety of diverse ventures, including tech start-ups, a commercial printing company, a vehicle subscription service and more.

No matter the sector, Bernie uses the same effective formula for success: Spot an opportunity, seize it and succeed with unmatched entrepreneurial energy.

He began a strategic exit from his traditional vehicle dealerships in 2017 to focus on his other ventures, especially Ownum, a tech start-up that is on a mission to identify, support and commercialize the most promising applications of blockchain technology.

In 2018, aware that his adopted hometown, like his businesses, needed to evolve and rethink its strategies to succeed, Bernie began collaborating with scores of business and community leaders to mobilize a remarkable, community-wide effort to transform Cleveland into an epicenter of blockchain technology. The result is the Blockland initiative, which, when realized, will spur the biggest expansion of Northeast Ohio's economy in a century.

Away from his businesses, he has eagerly embraced his responsibility as a community leader and philanthropist. Bernie serves in leadership capacities with many local educational and charitable organizations, including the Cleveland Clinic, Honorary Campaign Chair, The MetroHealth Transformation Campaign, the Cleveland Foundation, the Cuyahoga Community College Foundation, the Greater Cleveland Partnership and Destination Cleveland. He has served as Chair of the Board of Cleveland State University, as Co-Chair of the Opportunity Corridor Inclusion Advisory Committee and as a member of the Governor's Ohio Task Force on Community-Police Relations.

Bernie was recently appointed by Ohio Lt. Gov. John Husted to serve on the board of InnovateOhio, the state's new initiative dedicated to making Ohio the most innovative and creative state in the Midwest.

Bernie was born in Bogota, Colombia, and moved to the United States at age 5, becoming a U.S. citizen at age 18. After graduating from the University of Michigan with a bachelor's degree in Business Administration, he began his career in the automotive industry with the Saturn Corporation. He then quickly rose through the ranks to become vice president for New England's largest automotive dealer, before moving to Northeast Ohio.



BERNARDO F MORENO



Dear County Executive Budish:

It is my privilege to submit my official application and request to serve on the Board of Trustees of The MetroHealth System.

I have come to know MetroHealth through my roles as a board member of Cleveland State University, and their many programs serving the Latino community.

Below are my responses to the application questions.

Why are you interested in serving on this board/commission/council?

I understand MetroHealth's mission and share its strong commitment to the community. As a board member of The Cleveland Foundation, I have seen and supported the many important health and wellness initiatives that MetroHealth is involved in.

In 2017, Bridget and I were asked to become honorary co-chairs of the MetroHealth \$100+ million fundraising campaign, For All of Us. We have since spent many hour learning about MetroHealth, its mission, and plans to impact health care in the county and beyond.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council?

I have lived and worked in region for 14 years. I believe in this community and MetroHealth's mission. I am one of five local investors who participated in Chain Reaction in Old Brooklyn in 2018. I share MetroHealth's focus on living wage, and have a policy to pay all his employees \$15 per hour, or the equivalent. For those making less — receptionists making \$12 per hour, for example — the remainder is invested in a "scholarship fund" for their own education.

I helped recruit a battery of volunteers from the region's top corporations, foundations and law firms to develop Blockland — an catapult Cleveland as a Top 5 Tech City, and create inclusive prosperity for all Clevelanders.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council?

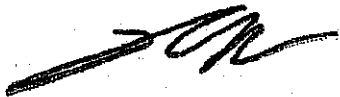
I am a businessman with expertise in business development. I have wide-range of knowledge of different business sectors — automotive, marketing, aviation, technology, and education. I believe my diverse experiences and investment can lend an important business perspective to MetroHealth's governance and plans.

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:

There are no current conflicts. I am the owner of Ownum, LLC, an Ohio limited liability company formed to develop valuable blockchain technology to digitize birth and death certificates (the "Business"). Ownum has entered into an agreement with MetroHealth whereby the parties will collaborate on the development of a mutually beneficial pilot exploration of the Business. Ownum will be receiving services and know how from MetroHealth and MetroHealth will not be purchasing goods, property or services from Ownum.

I have been told by MetroHealth Legal Department that this is not a "public contract" and thus this relationship is in compliance with the Ohio Ethics Laws and that there is no provision of the Ohio Ethics Laws that would prohibit my appointment to The MetroHealth System Board of Trustees. If any aspect of this arrangement would come before the Board I would recuse myself from any discussion, deliberation or vote.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bernie Moreno', written in a cursive style.

Bernie Moreno
President, Bernie Moreno Companies