



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JANUARY 21, 2020
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 JANUARY 7, 2020 MEETING (See page 3)**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2020-0001: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. **(See page 6)**
 - b) R2020-0007: A Resolution confirming the County Executive's reappointment of Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2020 - 12/31/2022, and declaring the necessity that this Resolution become immediately effective. **(See page 169)**
 - c) R2020-0008: A Resolution confirming the County Executive's appointment of Michael W. Chambers to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 10/15/2020, and declaring the necessity that this Resolution become immediately effective. **(See page 175)**

- d) R2020-0009: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2020 - 1/16/2025, and declaring the necessity that this Resolution become immediately effective: **(See page 179)**
 - i. Appointment:
 - a) John E. Skory
 - ii. Reappointment:
 - a) Helen Forbes Fields
- e) O2020-0003: An Ordinance enacting Section 302.03 of the Cuyahoga County Code to provide for the approval and adoption of an Electronic Equipment and Communications Policy to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective. **(See page 187)**
- f) O2020-0004: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective. **(See page 196)**

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, JANUARY 7, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

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

2. ROLL CALL

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

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE DECEMBER 3, 2019 MEETING

A motion was made by Ms. Brown, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the December 3, 2019 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2019-0266: A Resolution confirming the County Executive's appointment of Teri A. Agosta to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for

an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective.

Ms. Michele Pomerantz, Director of Regional Collaboration addressed the Committee regarding Resolution No. R2019-0266. Discussion ensued.

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

Ms. Teri A. Agosta addressed the Committee regarding her nomination to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0266 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) R2019-0287: A Resolution confirming the County Executive's reappointment of Edward H. Blakemore to serve on the Cuyahoga County Public Library Board of Trustees for the term 1/1/2020 - 12/31/2026, and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0287. Discussion ensued.

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

Mr. Edward H. Blakemore addressed the Committee regarding his nomination to serve on the Cuyahoga County Public Library Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0287 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- c) R2019-0288: A Resolution confirming the County Executive's appointment of Michele C. Scott Taylor to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2020, and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0288. Discussion ensued.

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

Dr. Michele C. Scott Taylor addressed the Committee regarding her nomination to serve on the Cuyahoga Arts and Culture Board of Trustees. Discussion ensued.

Committee members asked questions of Dr. Scott Taylor pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0288 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

Mr. Miller commended the Administration for bringing forward a list of highly capable and diverse nominees.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:38 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0001

Ur qpuqtgf "d{ < Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution cf qr vki "xctkqu"ej cpi gu"vq vj g" Ew{cj qi c" Eqwpv{ " P qp/dcti clpki Encuukhlecvkqp" Rrcp. cpf " fgerctki " vj g pgeguukv{ " vj cv' vj ku" Tguqrnwkkqp" dgeqo g ko o gf kvgn{ "ghgevkxg0
--	---

Y J GTGCU."Ugevkqp"; 025"qh'v g'Ej ctvgt"qh'Ew{cj qi c'Eqwpv{ "uvvgu'vj cv'vj g Ew{cj qi c'Eqwpv{ "Rgtuqppgn'Tgxkgy "Eqo o kuukqp'uj cml'cf o kpkvgt" c'ergct. eqwpv{ y kf g'encuukhlecvkqp"cpf "ucrt{ "cf o kpkvgtvkqp"u{ uvgo "hqt"vgej plecn"ur gekrkv. cf o kpkvgtvkxg"cpf "ergtkecn'hwpevkpu'y kj "c'iko ksf "pwo dgt"qh'dtqcf 'r c{ "tapi gu y kj kp"geej "encuukhlecvkqp="cpf

Y J GTGCU. vj g Rgtuqppgn'Tgxkgy "Eqo o kuukqp uwo kwgf ugxgtcn'r tqr qugf ej cpi gu"vq"vj g'Ew{cj qi c'Eqwpv{ "P qp/dcti clpki Encuukhlecvkqp"Rrcp="cpf

Y J GTGCU."vj g'Rgtuqppgn'Tgxkgy "Eqo o kuukqp"eqpukf gtgf "vj ku"o cvwt"cpf "j cu wpf gti qpg"uki plhlecvt'gxkgy . "gxcnwvkqp"cpf "o qf khlecvkqp"qh'uwej uwo kwgf "ej cpi gu vj g Ew{cj qi c'Eqwpv{ "P qp/dcti clpki Encuukhlecvkqp"Rrcp="cpf

Y J GTGCU. qp'F gego dgt"6."423; . "vj g Rgtuqppgn'Tgxkgy Eqo o kuukqp"o gvcpf tgeqo o gpf gf vj g'encuukhlecvkqp ej cpi gu"cwcej gf "j gtgv"cu'Gzj kdku'C"vj tqwi j V+ cpf "tgeqo o gpf gf vq"Eqwpv{ "Eqwpeki'vj g'hqto cn'cf qr vki"cpf "ko r ngo gpcvkqp"qh'vj g cwcej gf "ej cpi gu="cpf

Y J GTGCU."k'ku"pgeguuct{ "vj cv'vj ku Tguqrnwkkqp dgeqo g'ko o gf kvgn{ "ghgevkxg kp qtf gt"vj cv'etk'kecn'ugt'xlegu'r tqxkf gf "d{ "Ew{cj qi c'Eqwpv{ "ecp"eqpvkpwg"cpf "vq"r tqxkf g hqt"vj g'wvwn" f ckn{ "qr gtevkqp"qh'c"Eqwpv{ "gpvk{ 0

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

SECTION 1. Vj cv'vj g'Ew{cj qi c'Eqwpv{ "Eqwpeki'j gtgd{ "cf qr u'vj g'hqmvy kpi ej cpi gu"vq"vj g'Ew{cj qi c'Eqwpv{ "P qp/dcti clpki "Encuukhlecvkqp"Rrcp<

O qf khlecvkpu"qh'vj g'hqmvy kpi "Encuukhlecvkpu<*Ugg"cwcej gf "Encuukhlecvkqp
Ur gekhlecvkpu+

Proposed New Classifications:

Exhibit A: Class Title: *Certified Medical Billing Specialist*
Number: 17091
Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Job Coach*
Class Number: 14191
Pay Grade: 8A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Administrator, Facilities Maintenance*
Class Number: 15101
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The number of related degrees was expanded.

Exhibit D: Class Title: *Assistant Superintendent, Maintenance*
Class Number: 15142
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Chief Forensic Photographer*
Class Number: 12212
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Chief Toxicologist*
Class Number: 12311
Pay Grade: 21A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Evidence Technician*
Class Number: 12171
Pay Grade: 5A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

- Exhibit H: Class Title: *Medical Examiner Investigator 1*
Class Number: 12221
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Medical Examiner Investigator 2*
Class Number: 12222
Pay Grade: 10A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Motor Pool Attendant*
Class Number: 15051
Pay Grade: 1A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit K: Class Title: *Superintendent Maintenance*
Class Number: 15143
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit L: Class Title: *Supervisor, Fiscal Office*
Class Number: 11101
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2011.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit M: Class Title: *Supervisor, Maintenance*
Class Number: 15141
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit N: Class Title: *Supervisor, Motor Pool*
Class Number: 15052
Pay Grade: 6A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit O: Class Title: *Supervisor, Project Inspection*
Class Number: 18121
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2015. The FLSA status was updated to Exempt because of Administrative duties. HR is supportive of the recommendation and will take the necessary steps to effectuate and notify employees impacted by this change in FLSA status.

Exhibit P: Class Title: *Supervisor, Toxicology Laboratory*
Class Number: 12254
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit Q: Class Title: *Courier*
Class Number: 1011151
Pay Grade: 2A/Non-Exempt
* The duties that were performed by this position are no longer needed as the pending implementation of the County's Enterprise Resource Planning (ERP) will allow for the accurate and confidential delivery of reports. One employee was laid off from the Department of Information Technology due to lack of work and reorganization for the efficient operations of the department. The position is currently vacant.

Exhibit R: Class Title: *Pharmacist-Corrections*
Class Number: 17081
Pay Grade: 19A/Exempt
* The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.

Exhibit S: Class Title: *Pharmacy Technician-Corrections*
Class Number: 17071
Pay Grade: 4A/Non-Exempt
* The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.

Exhibit T: Class Title: *Senior Data Processor*
Class Number: 10251
Pay Grade: 3A/Non-Exempt
* This classification is currently vacant, all employees currently performing these job functions are bargaining.

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: January 14, 2020

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

Journal _____
_____, 2020

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Medical Billing Specialist	Class Number:	17091
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Health and Human Services	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to ensure clinical service programs are properly reimbursed for medical services provided to insured clients and to provide oversight of medical records, claims, resolutions, and reimbursements.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for processing all medical insurance claims, medical coding, billing, credentialing, Medicaid/Medicare audits, resolving explanation of benefits (EOB's), and maintaining Medicaid/Medicare policy's and updates and maintaining the revenue cycle. Incumbents work under general supervision of the Deputy Administrator of the Department of Senior Adult Services and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Prepares and processes healthcare claims to Medicaid, Medicare, and commercial insurances; prepares charges to be entered in the network portal after receipt from the physicians or providers, completes necessary forms utilizing the proper medical billing coding for procedures, diagnoses and medications; scans all the physician's practice records to client folders on the network drive; processes credentialing and recredentialing of healthcare providers; collaborates via telephone calls, emails, memos or office visits regarding all billing, coding, and credentialing inquiries.
- 30% +/- 10%
- Manages clients' accounts and medical claims; analyzes explanation of benefits to determine coverage and claim disposition; resolves overpaid accounts; monitors and reviews departmental audits; assists in audits for contracts and Ohio Board of Health; manages claim and claim denials to ensure maximum reimbursement for services provided; follows up on past due accounts and attempts to make them current; prepares and presents reports of claim trends and account or policy issues to management.
- 5% +/- 2%
- Supervises and directs the work of the medical billing 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 timesheets, requests for leave, and overtime; develops and monitors the Medical Record Technician's work plans and work performance standards; monitors and provides for training needs; meets with employee; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Certified Medical Billing Specialist

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps up to date on developments, methods, education, and techniques in medical billing; maintains certification license; participates in the development of county medical billing policies and procedures with state and federal regulation.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Medical Insurance Specialist (CMIS), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or equivalent medical billing certification, and three (3) years of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 impact and develop alternatives.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.

Certified Medical Billing Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, insurance agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Job Coach	Class Number:	14191
FLSA:	Exempt	Pay Grade:	8A
Dept:	Human Resources	Exhibit B	

Classification Function

The purpose of this classification is to provide individualized development plans to improve the performance and well-being of County employees within an assigned department.

Distinguishing Characteristics

This is a journey-level classification with the responsibility of developing individualized development plans working with employees and their supervisors to improve employee performance and well-being within the assigned department. This class works under direct supervision, progressing to more independence as experience is acquired. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Develops and implements individualized development plans to improve the performance and well-being of County employees within the assigned department; identifies, monitors, and communicates performance improvements; assists the employee with adapting to different work demands; works with supervisor to resolve an employee's job performance challenges; assists employee with problem solving and relationship building; connects the employee to resources and social assistance programs to support employee well-being; mediates problem relationships between the employee and supervisor or the employee and co-workers.
- 30% +/- 10%
- Observes and measures the job performance of assigned employees; provides feedback and support to the employee; informs employee's supervisor of employee performance; develops, monitors, and adjusts performance goals with employee and supervisor; suggests disciplinary actions; tracks employee performance and disciplinary actions in a spreadsheet.
- 15% +/- 5%
- Works with supervisors, the Organizational and Employee Development and Training Specialist, the Training Manager, and department management to identify departmental solutions to support the performance and well-being needs of employees; collaborates with stakeholders on improving the training and evaluation of employee performance and well-being; assists with assessing training effectiveness to ensure training is used on the job.
- 5% +/- 2%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; schedules meetings with employees, supervisors, and stakeholders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in communication, human resources, labor relations or related field with three (3) years of experience in human resources, conflict resolution, employee & labor relations, counseling, coaching; or any combination of training, education, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, 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 performance management forms, job counseling reports, discipline reports, discipline tracking sheets, hiring tracking sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, County Code, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare trend reports, performance management reports, discipline tracking reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, and outside agencies.

Job Coach

Environmental Adaptability

- Work is typically performed within a corrections facility 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:	Administrator, Facilities Maintenance	Class Number:	15101
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to oversee all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others, as assigned, for all County facilities.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, managing, and administering maintenance operations for County facilities, under general direction from the Facilities Design & Maintenance Administrator. This class requires the analysis and solution of operational, technical, administrative, and management problems related to facility maintenance operations and associated capital projects. The employee is expected to meet, consult, and collaborate with the Maintenance Administrator to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 45% +/- 15%
- Supervises and directs the work for all levels of facilities maintenance; 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; 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%
- Oversees labor costs and overtime hours for cost effectiveness; reviews supply, and equipment purchases and expenditures; works with contractors and vendors to collect bids, issue services, and maintain contracts; attends budget-related meetings.
- 15% +/- 5%
- Plans and executes in-house facility and capital improvements; establishes attainable goals for production and project completions; meets with supervisors and staff to coordinate schedules toward goals; coordinates work conducted to engineer's/architect's specifications; delegates authority for projects; develops and modifies worker practices; documents and implements green building initiatives; prepares reports on both the technical and administrative aspects of managing a facility, to include funding and spending plans.

Administrator, Facilities Maintenance

10% +/- 5%

- Researches and analyzes long range needs and critical problems for facility programs and operations; researches equipment and technology improvements and incorporates as possible; works to implement effective work order management system and streamline processes.

5% +/- 2%

- Participates in union negotiations and labor/management meetings; receives and responds to client complaints and issues; collects grievances and dissipates accordingly.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, construction management, information technology, public administration, or related field with six (6) years of building and facility operations experience; or an 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 peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, 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 geometric and algebraic calculations.

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,

Administrator, Facilities Maintenance

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 detailed plans for construction, overtime reports, labor reports, time sheets, costing sheets, activity sheets, work orders, vehicle listings, municipal guidelines, union agreements, personnel actions, quotes technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, bargaining agreements, engineering design data, schematics, facility improvement standards, EPA standards, Ohio Revised Code, Americans with Disabilities Act (ADA) guidelines, Occupational Safety and Health Administration (OSHA) guidelines, building codes, blue prints, diagrams, and other procedures manuals.
- Ability to prepare time sheets, billable hour reports, equipment cost analysis reports, budgetary planning, employee evaluations, maintenance schedules and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, accounting, mechanics, and electrical and facility management terminology and language.
- Ability to communicate with elected officials, administrators, facility tenants, sales representatives, County employees, contractors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop environment.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, electrical currents, noise extremes, vibrations, and machinery.

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:	Assistant Superintendent, Maintenance	Class Number:	15142
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance Department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.

- 25% +/- 10%
- Supervises and directs the work of the assigned maintenance area; 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; 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%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.

- 20% +/- 10%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Assistant Superintendent, Maintenance

10% +/- 5%

- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates, and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in the trades or construction fields, and six (6) years of related experience; or an equivalent combination of education, training, and experience.
- Requires a driver's license in the State of Ohio 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 peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, 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, calculate decimals and percentages, and ability to understand and apply college level algebra, geometry, calculus and 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 forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.

Assistant Superintendent, Maintenance

- Ability to comprehend a variety of reference books and manuals including departmental policy manual and the Employee Handbook, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, 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, electrical currents, noise extremes, vibrations, and machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Forensic Photographer	Class Number:	12212
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	<i>Exhibit E</i>	

Classification Function

The purpose of this classification is to provide direct supervision to forensic photographers and to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Medical Examiner Director of Operations. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%

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

20% +/- 10%

- Performs advanced Forensic Photography techniques (e.g.: digital evidence evaluation, creation of 1:1s, overlays, image enhancements, etc.) for analysis and comparisons; prepares and reviews various reports of scientific examination results; digitally captures photomicrographs of trace evidence and histological slides; duplicates and maintains video-graphic evidence; captures spherical images and constructs Spheron R2S published cases.

10% +/- 5%

- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary; gives expert testimony in court; processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards, processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; prepares images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.

Chief Forensic Photographer

10% +/- 5%

- Performs miscellaneous responsibilities related to photography laboratory; oversees and participates in cleaning and maintaining equipment; tracks photography unit inventory and orders equipment and supplies.

10% +/- 5%

- Conducts tours and gives lectures to outside agencies, organizations, or individuals; participates on the Education Committee to organize, develop, and conduct training courses. Generates brochures, binders/books, graphics, posters, and other course materials for educational purposes such as conference poster presentations, training course materials, etc.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; gives lectures to outside agencies, organizations, or individuals; uses and evaluates new equipment, hardware, and software; develops and conducts trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field and five (5) years of experience performing digital and conventional photography in a forensic setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- 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 computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

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.

Chief Forensic Photographer

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to utilize college level algebra, geometry, trigonometry, and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including photograph orders, diagrams, reports, image catalogues, list of Mugshots required, and list of autopsy cases.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, Materials Safety Data sheets, Training Manual, standard operating procedures, software and hardware manuals, safety manuals, publications, equipment manuals, reference books, journals, and employee handbook.
- Ability to prepare optical discs, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, illustrations, PowerPoint presentations, standard operating procedures, publications signs, identification cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and council employees, to persuade and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with subordinates, other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office, laboratory and in the field.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Chief Forensic Photographer

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Toxicologist	Class Number:	12311
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office	<i>Exhibit E</i>	

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. Employees in this class are responsible for making independent decisions regarding management of lab unit, implementation of policies and procedures, supervision of assigned staff, and resolution of unit issues. This class supervises the Supervisor, Toxicology Laboratory and other assigned staff.

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%
- Oversees, reviews, and evaluates analytical conclusions and related toxicology reports produced by subordinates; prepares Toxicology Reports for review; receives and reviews toxicology assays in order to prepare reports; verifies accuracy of data; assists with determining laboratory techniques and completing toxicological and chemical analysis and analytical assays as necessary.
- 25% +/- 10%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, medical personnel, and the general public regarding toxicology reports and toxicology issues; consults with other departments and agencies regarding mutual toxic substance issues; responds to phone calls, correspondence, and emails.
- 20% +/- 10%
- Supervises and directs the work of the Supervisor, Toxicology Laboratory 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 timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for personnel training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Chief Toxicologist

10% +/- 5%

- Plans, directs, and coordinates Toxicology Laboratory operations; ensures that toxicology laboratory activities are completed on-time and accurately; oversees and maintains necessary documentation required by law; ensures toxicology unit maintains compliance with applicable accreditation requirements; ensures planning and maintenance of professional development and training requirements; investigates technical errors and carries out appropriate corrective and preventative measures; resolves operational issues; oversees calibration and maintenance of instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; prepares and delivers toxicology presentations; keeps up to date on developments, methods, education, and techniques in forensic toxicology; participates in planning and participation of department research activities; assists with preparation of section budget; participates in operational and strategic planning.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in a chemical or biological science or related field with three (3) years of full-time laboratory experience in forensic toxicology plus two (2) years of supervisory experience in any capacity; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including analytical balances, auto diluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, cameras, and a variety of other laboratory instrumentation.

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.

Chief Toxicologist

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform routine and advanced statistical analysis, and basic chemistry math.

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry books, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers, and laboratory equipment/machinery.

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:	Evidence Technician	Class Number:	12171
FLSA:	TBD	Pay Grade:	TBD
Dept:	Medical Examiner's Office	<i>Exhibit 6</i>	

Classification Function

The purpose of this classification is to receive, sort, and store physical evidence, ensuring compliance with related policies and procedures.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; imports submitted items into tracking system; verifies accuracy of evidence submission paperwork; maintains chain of custody protocols; documents evidence tampering and discrepancies; assigns submissions to appropriate analyst(s); creates requests for testing on evidence items; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and evidence submission and release records.

- 20% +/- 10%
- Follows policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence not in process of examination in the laboratory; maintains integrity of evidence reception and storage rooms; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by accrediting bodies and laboratory policies.

- 10% +/- 5%
- Prepares documentation related to evidence submission, inventory, and release; operates computer system and enters submitted items into evidence tracking system; prepares paper and electronic inventories; attaches physical evidence submission sheet(s) to appropriate case(s) where needed; obtains necessary signatures on release documents.

- 5% +/- 2%
- Testifies in court regarding chain of custody of evidence as necessary.

Evidence Technician

5% +/- 2%

- Performs related ancillary responsibilities; responds to emails and phone calls; attends trainings and meetings as necessary; assists with training new Evidence Technicians as assigned by the supervisor; may perform basic operability checks on firearms submitted to the laboratory for basic function testing.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and one (1) year of experience performing clerical and inventory control 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.
- Ability to push, pull, and lift up to 50 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, Logbooks, paper and electronic inventory records, 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.

Evidence Technician

- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, law enforcement personnel, other departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory machinery.

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:	Medical Examiner Investigator 1	Class Number:	12221
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Medical Examiner's Office	<i>Exhibit H</i>	

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures.

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%
- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.
- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches ambulance/livery crews as appropriate.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Medical Examiner Investigator I

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment; washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- American Board of Medicolegal Death Investigation (ABMDI) certification is required within 18 months of date of hire.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, bend, climb, and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

Medical Examiner Investigator I

- 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 police, medical, and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy and procedures manual, and medical terminology book.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and related legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, and communicable disease.

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:	Medical Examiner Investigator 2	Class Number:	12222
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is a journey-level classification within the Investigator series. Positions in this class receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures. This class is distinguished from the Investigator I by a greater level of experience and lead worker 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.

- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
- 30% +/- 10%
- Performs investigations into circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Medical Examiner Investigator 2

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Serves as lead worker; assists Medical Examiner Investigator Is with any issues or questions; gives trainings and presentations to law enforcement positions, medical personnel, and other employees.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; maintains equipment, washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology and three (3) years of experience in medical or forensic investigations, embalming, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to provide instruction and training to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Medical Examiner Investigator 2

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 police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, 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, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, and communicable disease.

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:	Motor Pool Attendant	Class Number:	15051
FLSA:	Non-Exempt	Pay Grade:	1A
Dept:	Sheriff's Office	<i>Exhibit J</i>	

Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

Distinguishing Characteristics

This is an entry level class responsible for cleaning, performing minor maintenance, and transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Motor Pool Supervisor class that is responsible for the operations and activities of the unit.

Essential Job Functions

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

70% +/- 10%

- Inspects, maintains, and cleans vehicles in the motor pool for the Sheriff's department; ensures that vehicles are in good working order including checking tire pressure and tread wear, ensuring that fuel and fluids are filled appropriately, electrical systems are in working order, batteries charged, belts, hoses, and wipers are in good repair, and that vehicles' interiors and exteriors are washed and cleaned; may make minor repairs such as fuse/bulb replacement of soldering broken equipment or wires; removes or installs van seats.

20% +/- 10%

- Transports vehicles to be serviced, garaged, picked-up and delivered; provides roadside assistance; transports people to meetings.

10% +/- 5%

- Cleans and maintains the work area and the level of the parking garage used by the motor pool; cleans and maintains equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or GED.

Additional Requirements

- No special license or certification is required

Motor Pool Attendant

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- No mathematical requirements.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including employee performance evaluations, timesheets, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policy manuals, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to attend to a work assignment and to follow instructions or orders.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Superintendent, Maintenance	Class Number:	15143
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works Office	Exhibit K	

Classification Function

The purpose of this classification is to administer, manage, and supervise the operations and personnel of the Maintenance Department of the Public Works Office; to provide administrative support a Chief Section Engineer.

Distinguishing Characteristics

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

Essential Job Functions

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

- 20% +/- 10%
- Supervises and directs the work of the assigned unit; 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; 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%
- Administers and manages the operations of the Maintenance department; plans and implements all daily operations; coordinates work operations with administration, other departments, contractors, and the public; oversees the maintenance of and capital improvements to all Public Works Buildings; participates in matters of safety and security; establishes plans for irregular occurrences including emergency circumstances.
- 20% +/- 10%
- Plans and directs snow and ice removal operations for the County; subject to being on-call 24 hours a day and during holidays and County closures for Snow and Ice Control operations; inspects bridges and roadways to assess maintenance and repair needed.

Superintendent, Maintenance

20% +/- 10%

- Evaluates, reviews, and recommends budget disbursements for materials, parts, supplies, equipment, and tools; reviews daily work distribution, reports, labor, and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed; prepares grant and aid applications and reimbursement claims for financial assistance.

10% +/- 5%

- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering, Public Administration, or a related field with six (6) years of related experience, with three (3) years of supervisory experience; or an 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 peripheral equipment.
- Ability to operate a variety of maintenance and construction equipment including scooper, lifts, ladders, survey equipment, safety equipment, and peripheral equipment.

Supervisory Responsibilities

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including Ohio Department of Transportation (O.D.O.T.) drawings , work orders, employee grievances, job descriptions, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T manuals, environmental guidelines and regulations, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, work order sheets, plans, estimates, charts, grievance response, injury accident reports, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology, and language.
- Ability to communicate with staff, directors of other sections, 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:	Supervisor, Fiscal Office	Class Number:	11101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Fiscal Office	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office.

Distinguishing Characteristics

This is a supervisory level classification, working under direction of a senior supervisor within the Fiscal Office. Incumbents promote the efficiencies of the area they are assigned to, recommend and incorporate process improvements, and ensure that projects meet time and quality objectives. The incumbent ensures that activities are performed 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.

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, schedules, and participates in office services and activities and ensures completion in a timely and efficient manner; creates, monitors, and updates a database with information of departmental activities and services provided; implements and oversees the execution of policies and procedures to ensure they are conducted in compliance with county, state, and federal regulations; approves retention schedules and disposition of records; approves transactions; prepares various tax and fee calculations.

30% +/- 10%

- Supervises and directs the work of 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 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.

10% +/- 5%

- Provides information and support as a Subject Matter Expert to stakeholders and the general public; reviews consumer complaints and takes action to resolve complaints; provides services to the public including providing documents and information as needed.

20% +/- 5%

- Performs related administrative responsibilities; attends various trainings and meetings; coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in business administration, accounting or a related field with three (3) years billing, real estate management, accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 to act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 customer complaint forms, timesheets, court decisions, bankruptcy notifications, parcel cards, memos, letters, various regulation documents from governing bodies, forms, and a variety of activity reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, map books, copy machine manuals, and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, workload reports, order forms, equipment purchase forms, vouchers, cashier reports, forms, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Supervisor, Fiscal Office

- 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 at the county, state, and federal level.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate with co-workers, supervisor, staff, vendors, 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, Maintenance	Class Number:	15141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Works	Exhibit M	

Classification Function

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County's roads within townships; to provide administrative support to a Maintenance Administrator.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Makes regular inspections of bridges and roads within the County to determine needs of repairs to bridges, road surfaces and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County; works closely with Sewer Maintenance Division with the repair and maintenance of sewer maintenance point repairs. .

- 20% +/- 10%
- Supervises and directs the work of the Maintenance Section of Public Works; 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; 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%
- Prepares daily reports of work distribution, labor costs, materials, equipment and work accomplished; develops estimates for all bridge related projects;,, materials used and all equipment under their jurisdiction; orders supplies and equipment.

- 20% +/- 5%
- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Supervisor, Maintenance

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in engineering or a related field with three (3) years of heavy highway construction; or an equivalent combination of education, training, and experience .
- Requires a driver's license in the State of Ohio 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, mechanics tool, and construction tools.
- Ability to work at heights and climb up and around structures.
- Ability to work in confined spaces.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to understand and apply college level algebra, geometry, calculus and 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.

Supervisor, Maintenance

- Ability to comprehend a variety of informational documents including work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, reports, steel and concrete coding specifications, concrete and asphalt mix designs, and Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, 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 structural, mechanical, building and automotive 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:	Supervisor, Motor Pool	Class Number:	15052
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Office	<i>Exhibit N</i>	

Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

Distinguishing Characteristics

This is a first-level supervisory classification that is responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Motor Pool Attendant class that is an entry level class and receives supervision from employees in 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.

- 50% +/- 10%
- Manages and coordinates the operations and activities of the Motor Pool division in the Sheriff's department; participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; decals/stripes the department's Sheriff's Fleet Vehicles; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires.
- 30% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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 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.
- 20% +/- 10%
- Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool; oversees cleaning and maintenance of equipment.

Supervisor, Motor Pool

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or GED; two (2) years of experience in vehicle maintenance and repair; or an equivalent combination of education, training, and experience.

Additional Requirements

- No license or special certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

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 and subtract.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, 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.

Supervisor, Motor Pool

- Ability to use and interpret basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies, and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Project Inspection	Class Number:	18121
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget, and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises technical and clerical level classifications.

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%

- Oversees construction project logistics; evaluates contract and project plans and ensures the work carried out on site aligns with specifications; inspects materials delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; documents all changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; writes daily diaries to list any pay items, not-reported staff, and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

20% +/- 10%

- Supervises the work of assigned technical and clerical staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides instruction and training; evaluates employee performance; responds to employee questions concerns, and problems; approves employee time sheets 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; oversees safety to ensure contractor is providing a safe project site.

Supervisor, Project Inspection

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluates the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

15% +/- 5%

- Tracks schedules and task completions on projects; takes steps to ensure project stays on schedule; coordinates contractor daily and weekly work schedule to ensure testing and sampling are performed at time of operations; enters contractor's progress schedule for each category of work (including roadway, waterworks, drainage, and pavement) into computer for projects administered by the Ohio Department of Transportation (ODOT); makes drawings and calculations for bid items for final pay quantities.

15% +/- 5%

- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss questions and complaints prior to and during projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in engineering technology or related field with three (3) years of road or bridge construction 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 peripheral equipment.
- Ability to operate a camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.

Supervisory Responsibilities

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

Supervisor, Project Inspection

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to make use of the principles of algebra, geometry, trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, 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 legal, engineering, land use, and other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

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, electrical currents, noise extremes, vibrations, and machinery.

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, Toxicology Laboratory	Class Number:	12254
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit P</i>	

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Chief Toxicologist. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

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 Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to 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%

- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; documents and records observations and results of chemical analysis; enters analytical case results into computer database; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

20% +/- 10%

- Ensures that toxicology laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures toxicology unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; calibrates and maintains instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

Supervisor, Toxicology Laboratory

10% +/- 5%

- Oversees regular maintenance of the Toxicology laboratory spaces and equipment; ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; monitors equipment performance and ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Acts on behalf of the Chief Toxicologist when absent; reports/signs out cases and interprets the probable effects of drugs and/or chemicals; assists with test data review; performs administrative and technical review of data, toxicology case files, and reports of completed cases.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures; conducts research and presents results at national meetings; submits research for publication in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related field and six (6) years of toxicology analysis experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Ohio Department of Health Drug and Alcohol Testing permit must be obtained within 6 months of hire date.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including analytical balances, auto diluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.

Supervisory Responsibilities

- Ability to assign, review, plans, 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.

Supervisor, Toxicology Laboratory

- 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 and advanced statistical analysis and basic chemistry math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

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:	Courier	Class Number:	1011151
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	All Departments	<i>Exhibit Q</i>	

Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

Distinguishing Characteristics

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

Essential Job Functions

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

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.
- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.
- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.
- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.
- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

Courier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Driver's License required. Proof of insurance 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.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Logbooks, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

Courier

Environmental Adaptability

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pharmacist- Corrections	Class Number:	17081
FLSA:	Exempt	Pay Grade:	19
Dept:	Sheriff's Office	Exhibit B	

Classification Function

The purpose of this classification is manage an on-site pharmacy according to all applicable Ohio and federal laws; to fill all prescriptions ordered by physicians and /or dentists for the patient population; to interact with physicians regarding quality of care issues including drug incompatibilities and formulary compliance issues; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills. The employee in this class may chair a Pharmacy and Therapeutic committee and serve as a consultant for the medical, dental, and nursing staff.

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% +/- 15%
- Interprets and dispenses medical prescriptions and pharmaceutical supplies prescribed by a licensed practitioner; counsels patients on how to use prescription and over-the-counter medications, healthcare supplies and medical equipment; advises patients and answer questions about prescription drugs, including questions about possible side effects and interactions among different drugs.
- 30% +/- 5%
- Consults with doctors about medication therapy; works closely with doctors and medical personnel in selecting drugs and managing their effects; advises physicians and other health practitioners on the selection, dosages, interactions, and side effects of medications; provides night, weekend and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Keeps computerized records of patients' medications to prevent harmful drug interactions.
- 10% +/- 5%
- May chair a Pharmacy and Therapeutic committee; participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, treatment, and drug interactions.
- 10% +/- 5%
- Supervises pharmacy technicians and may train students serving as interns; supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential

Pharmacist - Corrections

medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed by the Ohio State Board of Pharmacy as a Registered Pharmacist with one year experience in pharmacy operations including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid Pharmacist license to in the State of Ohio.

Requires current, valid CPR certification.

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; mobility to work in office settings; strength to lift, carry and position supplies and 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 ratios and percentages.

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of 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 reference books and manuals including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Pharmacist - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical and pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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:	Pharmacy Technician- Corrections	Class Number:	17071
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Office	Exhibit S	

Classification Function

The purpose of this classification is to assist a Pharmacist at an on-site pharmacy according to all applicable Ohio and federal laws; to fill prescriptions ordered by physicians and /or dentists for the patient population; to manage inventory, perform data entry and to restock drugs and supplies; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a technical level classification, performing responsible functions and tasks under supervision of a Pharmacist. This class requires some technical knowledge and excellent organizational and communication skills.

Essential Job Functions

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

- 50% +/- 15%
- Assists in filling prescriptions ordered by physicians; counts dosages of medications and fills containers; answers basic questions about over-the-counter drugs.
- 20% +/- 5%
- Enters data and keeps computerized records of patients' medications to prevent harmful drug interactions; labels containers and assists in pre-packaging operations.
- 10% +/- 5%
- Assists in managing inventory so that frequently prescribed drugs are on-hand and easily available; restocks drugs and supplies.
- 10% +/- 5%
- Keeps the pharmacy clean and orderly; maintains compliance with confidentiality requirements.
- 10% +/- 5%
- Reviews pharmacy invoices for accuracy prior to payment; maintains compliance with confidentiality requirements..

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or equivalent supplemented by technical school coursework including relevant laws, pharmacy and healthcare ethics, pharmacy practice, medical terminology, human physiology and diseases, pharmacy therapeutics, customer care, related software systems, inventory management, and infection control are desirable; one year of customer service experience including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Completion of a Pharmacy Technician Certification Program, accredited by the National Commission for Certifying Agencies (NCCA) and Certification as a Pharmacy Technician (CPHT) is preferred.

Pharmacy Technician - Corrections

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; mobility to work in office settings; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

No supervisory responsibilities. Participates in the maintenance of sensitive and confidential medical records.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate ratios 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 reference books and guides including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, 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 including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical/pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Data Processor	Class Number:	1051
		Pay Grade:	3

Exhibit T

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to function as lead worker and coordinate the work of lower level data processors involved in clearing and verifying incoming information from various data bases.

Essential Job Functions

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

- Functions as lead worker and coordinates the work of lower-level data processors involved in clearing and verifying incoming information from various data bases (e.g.- identifies inconsistencies between data and data base information; researches court case journals for information regarding inconsistencies and identifies correct information; updates information as required).
- Enters verified information into data base using mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms into data base). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate).
- Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data sheets, address change forms, change reports, referral reports, employer referral table, lump sum calculation forms, court journal entries and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the County program manuals, dictionary, telephone book, green guide, postal guide, employer table and personnel policy manuals.
- Ability to prepare data entry forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with the Director, supervisors, data processing personnel and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 5, 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 December 4, 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
Certified Medical Billing Specialist	17091	7A/Non-Exempt	Health and Human Services
Job Coach	14191	8A/Exempt	Human Resources

PROPOSED NEW CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Administrator, Facilities Maintenance 15101	15A/Exempt	15A/Exempt (No Change)	Public Works
Assistant Superintendent, Maintenance 15142	12A/Exempt	12A/Exempt (No Change)	Public Works
Chief Forensic Photographer 12212	12A/Exempt	12A/Exempt (No Change)	Medical Examiner
Chief Toxicologist 12311	21A/Exempt	21A/Exempt (No Change)	Medical Examiner
Evidence Technician 12171	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner
Medical Examiner Investigator 1 12221	8A/Non-Exempt	8A/Non-Exempt (No Change)	Medical Examiner
Medical Examiner Investigator 2 12222	10A/Non-Exempt	10A/Non-Exempt (No Change)	Medical Examiner
Motor Pool Attendant 15051	1A/Non-Exempt	1A/Non-Exempt (No Change)	Sheriff's Office
Superintendent, Maintenance 15143	15A/Exempt	15A/Exempt (No Change)	Public Works
Supervisor, Fiscal Office 11101	9A/Exempt	9A/Exempt (No Change)	Fiscal Office
Supervisor, Maintenance 15141	10A/Exempt	10A/Exempt (No Change)	Public Works
Supervisor, Motor Pool 15052	6A/Non-Exempt	6A/Exempt (No Change)	Sheriff's Office
Supervisor, Project Inspection 18121	10A/Non-Exempt	10A/Exempt	Public Works
Supervisor, Toxicology Laboratory 12254	17A/Exempt	17A/Exempt (No Change)	Medical Examiner

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Courier	1011151	2A/Non-Exempt	All Departments
Pharmacist – Corrections	17081	19A/Exempt	Sheriff’s Office
Pharmacy Technician – Corrections	17071	4A/Non-Exempt	Sheriff’s Office
Senior Data Processor	10251	3A/Non-Exempt	All Departments

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
17091	Certified Medical Billing Specialist	Health and Human Services	Non-Exempt	7A

Requested By:	Health and Human Services
----------------------	---------------------------

Rationale:	This is a new classification requested by Health and Human Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Health and Human Services
---------------------------	---------------------------

Fiscal Impact:	PG 7A \$41,579.20 – \$58,240.00
-----------------------	---------------------------------

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

PRC Contact(s):	David Mizuta, 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>
Darlene Wade, Social Program Administrator 4	9/23/2019 9/23/2019 9/30/2019 10/9/2019 10/9/2019 10/15/2019	Email Phone Call Email Email Email Email	Questions Discussing Questions Questions Reminder Review Draft Reminder
Jim Battigaglia, Archer Consultant	11/5/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Medical Billing Specialist	Class Number:	17091
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to ensure clinical service programs are properly reimbursed for medical services provided to insured clients and to provide oversight of medical records, claims, resolutions, and reimbursements.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for processing all medical insurance claims, medical coding, billing, credentialing, Medicaid/Medicare audits, resolving explanation of benefits (EOB's), and maintaining Medicaid/Medicare policy's and updates and maintaining the revenue cycle. Incumbents work under general supervision of the Deputy Administrator of the Department of Senior Adult Services and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Prepares and processes healthcare claims to Medicaid, Medicare, and commercial insurances; prepares charges to be entered in the network portal after receipt from the physicians or providers, completes necessary forms utilizing the proper medical billing coding for procedures, diagnoses and medications; scans all the physician's practice records to client folders on the network drive; processes credentialing and recredentialing of healthcare providers; collaborates via telephone calls, emails, memos or office visits regarding all billing, coding, and credentialing inquiries.
- 30% +/- 10%
- Manages clients' accounts and medical claims; analyzes explanation of benefits to determine coverage and claim disposition; resolves overpaid accounts; monitors and reviews departmental audits; assists in audits for contracts and Ohio Board of Health; manages claim and claim denials to ensure maximum reimbursement for services provided; follows up on past due accounts and attempts to make them current; prepares and presents reports of claim trends and account or policy issues to management.
- 5% +/- 2%
- Supervises and directs the work of the medical billing 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 timesheets, requests for leave, and overtime; develops and monitors the Medical Record Technician's work plans and work performance standards; monitors and provides for training needs; meets with employee; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date:

Certified Medical Billing Specialist

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps up to date on developments, methods, education, and techniques in medical billing; maintains certification license; participates in the development of county medical billing policies and procedures with state and federal regulation.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Medical Insurance Specialist (CMIS), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or equivalent medical billing certification, and three (3) years of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 impact and develop alternatives.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.

Effective Date:

Certified Medical Billing Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, insurance agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14191	Job Coach	Human Resources	Exempt	8A

Requested By:	Human Resources
----------------------	-----------------

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

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Human Resources
---------------------------	-----------------

Fiscal Impact:	PG 8A \$44,532.80 - \$62,337.60
-----------------------	---------------------------------

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

PRC Contact(s):	David Mizuta, 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>
Kathy Jackson, Training Manager	10/16/2019	Email	Copied on Communications
	10/23/2019	Meeting	Job Analysis Meeting
	10/24/2019	Email	Review Draft
Hadiya Butler, HR Director	10/16/2019	Email	Copied on Communications
	10/23/2019	Meeting	Job Analysis Meeting
	10/24/2019	Email	Review Draft
Douglas Dykes, Chief Talen Officer	10/16/2019	Email	Questions about CPQ
	10/23/2019	Meeting	Job Analysis Meeting
	10/24/2019	Email	Copied on Communications
Jim Battigaglia, Archer Consultant	11/5/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Job Coach	Class Number:	14191
FLSA:	Exempt	Pay Grade:	8A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide individualized development plans to improve the performance and well-being of County employees within an assigned department.

Distinguishing Characteristics

This is a journey-level classification with the responsibility of developing individualized development plans working with employees and their supervisors to improve employee performance and well-being within the assigned department. This class works under direct supervision, progressing to more independence as experience is acquired. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Develops and implements individualized development plans to improve the performance and well-being of County employees within the assigned department; identifies, monitors, and communicates performance improvements; assists the employee with adapting to different work demands; works with supervisor to resolve an employee's job performance challenges; assists employee with problem solving and relationship building; connects the employee to resources and social assistance programs to support employee well-being; mediates problem relationships between the employee and supervisor or the employee and co-workers.
- 30% +/- 10%
- Observes and measures the job performance of assigned employees; provides feedback and support to the employee; informs employee's supervisor of employee performance; develops, monitors, and adjusts performance goals with employee and supervisor; suggests disciplinary actions; tracks employee performance and disciplinary actions in a spreadsheet.
- 15% +/- 5%
- Works with supervisors, the Organizational and Employee Development and Training Specialist, the Training Manager, and department management to identify departmental solutions to support the performance and well-being needs of employees; collaborates with stakeholders on improving the training and evaluation of employee performance and well-being; assists with assessing training effectiveness to ensure training is used on the job.
- 5% +/- 2%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; schedules meetings with employees, supervisors, and stakeholders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in communication, human resources, labor relations or related field with three (3) years of experience in human resources, conflict resolution, employee & labor relations, counseling, coaching; or any combination of training, education, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, 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 performance management forms, job counseling reports, discipline reports, discipline tracking sheets, hiring tracking sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, County Code, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare trend reports, performance management reports, discipline tracking reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, and outside agencies.

Job Coach

Environmental Adaptability

- Work is typically performed within a corrections facility 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
15101	Administrator, Facilities Maintenance	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15101	Administrator, Facilities Maintenance	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2012. The number of related degrees was expanded.
-------------------	---

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	David Mizuta, 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>
Matthew Rymer – Facility Design & Maintenance Administrator	9/19/2019	Email	Review Final Draft
	10/3/2019	Email	Reminder
Michael Chambers – Chief Fiscal Officer	9/19/2019	Email	Review Final Draft
	10/3/2019	Email	Reminder
Jim Battigaglia – Archer Consultant	10/11/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Facilities Maintenance	Class Number:	15101
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works		

Classification Function

The purpose of this classification is to oversee all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others, as assigned, for all County facilities.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, managing, and administering maintenance operations for County facilities, under general direction from the Facilities Design & Maintenance Administrator. This class requires the analysis and solution of operational, technical, administrative, and management problems related to facility maintenance operations and associated capital projects. The employee is expected to meet, consult, and collaborate with the Maintenance Administrator to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 45% +/- 15%
- Supervises and directs the work for all levels of facilities maintenance; 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; 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%
- Oversees labor costs and overtime hours for cost effectiveness; reviews supply, and equipment purchases and expenditures; works with contractors and vendors to collect bids, issue services, and maintain contracts; attends budget-related meetings.
- 15% +/- 5%
- Plans and executes in-house facility and capital improvements; establishes attainable goals for production and project completions; meets with supervisors and staff to coordinate schedules toward goals; coordinates work conducted to engineer's/architect's specifications; delegates authority for projects; develops and modifies worker practices; documents and implements green building initiatives; prepares reports on both the technical and administrative aspects of managing a facility, to include funding and spending plans.

Administrator, Facilities Maintenance

10% +/- 5%

- Researches and analyzes long range needs and critical problems for facility programs and operations; researches equipment and technology improvements and incorporates as possible; works to implement effective work order management system and streamline processes.

5% +/- 2%

- Participates in union negotiations and labor/management meetings; receives and responds to client complaints and issues; collects grievances and dissipates accordingly.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, construction management, information technology, public administration, or related field with six (6) years of building and facility operations experience; or an 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 peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, 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 geometric and algebraic calculations.

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,

Administrator, Facilities Maintenance

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 detailed plans for construction, overtime reports, labor reports, time sheets, costing sheets, activity sheets, work orders, vehicle listings, municipal guidelines, union agreements, personnel actions, quotes technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, bargaining agreements, engineering design data, schematics, facility improvement standards, EPA standards, Ohio Revised Code, Americans with Disabilities Act (ADA) guidelines, Occupational Safety and Health Administration (OSHA) guidelines, building codes, blue prints, diagrams, and other procedures manuals.
- Ability to prepare time sheets, billable hour reports, equipment cost analysis reports, budgetary planning, employee evaluations, maintenance schedules and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, accounting, mechanics, and electrical and facility management terminology and language.
- Ability to communicate with elected officials, administrators, facility tenants, sales representatives, County employees, contractors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop environment.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, electrical currents, noise extremes, vibrations, and machinery.

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
15142	Assistant Superintendent, Maintenance	Public Works	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15142	Assistant Superintendent, Maintenance	Public Works	Exempt	12A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2018. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	David Mizuta, 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>
Jim Hazimihalis, Chief Section Engineer	8/19/2019 9/5/2019 9/6/2019 9/16/2019	Email Email Email Email	Ask questions Reminder Questions Review Draft
Jim Battigaglia, Archer Consultant	11/5/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Superintendent, Maintenance	Class Number:	15142
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance Department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.

- 25% +/- 10%
- Supervises and directs the work of the assigned maintenance area; 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; 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%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.

- 20% +/- 10%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Assistant Superintendent, Maintenance

10% +/- 5%

- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates, and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in the trades or construction fields, and six (6) years of related experience; or an equivalent combination of education, training, and experience.
- Requires a driver's license in the State of Ohio 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 peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, 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, calculate decimals and percentages, and ability to understand and apply college level algebra, geometry, calculus and 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 forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.

Assistant Superintendent, Maintenance

- Ability to comprehend a variety of reference books and manuals including departmental policy manual and the Employee Handbook, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, 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, electrical currents, noise extremes, vibrations, and machinery.

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
12212	Chief Forensic Photographer	MEO	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12212	Chief Forensic Photographer	MEO	Exempt	13A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

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

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Medical Examiner’s Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kate Snyder, Chief Forensic Photographer	5/21/2019	Email	Review of Final Draft
	6/5/2019	Email	Reminder
	6/13/2019	Email	Reminder
	6/18/2019	Email	Resend Drafts
	7/8/2019	Email	Reminder
	8/8/2019	Email	Reminder
	8/21/2019	Email	Confirmation of Receipt
Dr. Thomas Gilson, ME	5/21/2019	Email	Copied on Communications
	8/8/2019	Email	Copied on Communications
Hugh Shannon, Administrator	5/21/2019	Email	Copied on Communications
	8/8/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Forensic Photographer	Class Number:	12212
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide direct supervision to forensic photographers and to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Medical Examiner Director of Operations. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%
- Directly supervises Forensic Photographers; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Performs advanced Forensic Photography techniques (e.g.: digital evidence evaluation, creation of 1:1s, overlays, image enhancements, etc.) for analysis and comparisons; prepares and reviews various reports of scientific examination results; digitally captures photomicrographs of trace evidence and histological slides; duplicates and maintains video-graphic evidence; captures spherical images and constructs Spheron R2S published cases.
- 10% +/- 5%
- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary; gives expert testimony in court; processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards, processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; prepares images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.

Chief Forensic Photographer

10% +/- 5%

- Performs miscellaneous responsibilities related to photography laboratory; oversees and participates in cleaning and maintaining equipment; tracks photography unit inventory and orders equipment and supplies.

10% +/- 5%

- Conducts tours and gives lectures to outside agencies, organizations, or individuals; participates on the Education Committee to organize, develop, and conduct training courses. Generates brochures, binders/books, graphics, posters, and other course materials for educational purposes such as conference poster presentations, training course materials, etc.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; gives lectures to outside agencies, organizations, or individuals; uses and evaluates new equipment, hardware, and software; develops and conducts trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field and five (5) years of experience performing digital and conventional photography in a forensic setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- 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 computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

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.

Chief Forensic Photographer

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to utilize college level algebra, geometry, trigonometry, and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including photograph orders, diagrams, reports, image catalogues, list of Mugshots required, and list of autopsy cases.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, Materials Safety Data sheets, Training Manual, standard operating procedures, software and hardware manuals, safety manuals, publications, equipment manuals, reference books, journals, and employee handbook.
- Ability to prepare optical discs, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, illustrations, PowerPoint presentations, standard operating procedures, publications signs, identification cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and council employees, to persuade and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with subordinates, other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office, laboratory and in the field.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Chief Forensic Photographer

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
12311	Chief Toxicologist	MEO	Exempt	21A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12311	Chief Toxicologist	MEO	Exempt	21A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

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

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Medical Examiner’s Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	9/23/2019	Email	Review of Final Draft
	10/29/2019	Email	Reminder
	11/12/2019	Email	Reminder
	11/18/2019	Email	Clarification regarding minimum quals
	11/18/2019	Email	Update
Dr. Thomas Gilson, County MEO	9/23/2019	Email	Review of Final Draft
	11/18/2019	Email	Clarification regarding minimum quals
	11/18/2019	Email	Update
Hugh Shannon, Administrator	9/23/2019	Email	Review of Final Draft
Jim Battigaglia – Archer Consultant	11/05/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Toxicologist	Class Number:	12311
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. Employees in this class are responsible for making independent decisions regarding management of lab unit, implementation of policies and procedures, supervision of assigned staff, and resolution of unit issues. This class supervises the Supervisor, Toxicology Laboratory and other assigned staff.

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%
- Oversees, reviews, and evaluates analytical conclusions and related toxicology reports produced by subordinates; prepares Toxicology Reports for review; receives and reviews toxicology assays in order to prepare reports; verifies accuracy of data; assists with determining laboratory techniques and completing toxicological and chemical analysis and analytical assays as necessary.
- 25% +/- 10%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, medical personnel, and the general public regarding toxicology reports and toxicology issues; consults with other departments and agencies regarding mutual toxic substance issues; responds to phone calls, correspondence, and emails.
- 20% +/- 10%
- Supervises and directs the work of the Supervisor, Toxicology Laboratory 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 timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for personnel training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Chief Toxicologist

10% +/- 5%

- Plans, directs, and coordinates Toxicology Laboratory operations; ensures that toxicology laboratory activities are completed on-time and accurately; oversees and maintains necessary documentation required by law; ensures toxicology unit maintains compliance with applicable accreditation requirements; ensures planning and maintenance of professional development and training requirements; investigates technical errors and carries out appropriate corrective and preventative measures; resolves operational issues; oversees calibration and maintenance of instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; prepares and delivers toxicology presentations; keeps up to date on developments, methods, education, and techniques in forensic toxicology; participates in planning and participation of department research activities; assists with preparation of section budget; participates in operational and strategic planning.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in a chemical or biological science or related field with three (3) years of full-time laboratory experience in forensic toxicology plus two (2) years of supervisory experience in any capacity; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including analytical balances, auto diluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, cameras, and a variety of other laboratory instrumentation.

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.

Chief Toxicologist

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform routine and advanced statistical analysis, and basic chemistry math.

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry books, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers, and laboratory equipment/machinery.

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
12171	Evidence Technician	MEO	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12171	Evidence Technician	MEO	Non-Exempt	5A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2017. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	Three (3)
-----------------------------------	-----------

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur	7/30/2019 9/19/2019 10/8/2019	Email Email Email	Review of Final Draft Reminder Confirmation of Receipt
Dr. Thomas Gilson, ME	7/30/2019	Email	Review of Final Draft
Hugh Shannon, Administrator	7/30/2019	Email	Review of Final Draft
Jim Battigaglia – Archer Consultant	10/11/2019 10/28/2019	Email Email	Request for Pay Grade Evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Evidence Technician	Class Number:	12171
FLSA:	TBD	Pay Grade:	TBD
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive, sort, and store physical evidence, ensuring compliance with related policies and procedures.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; imports submitted items into tracking system; verifies accuracy of evidence submission paperwork; maintains chain of custody protocols; documents evidence tampering and discrepancies; assigns submissions to appropriate analyst(s); creates requests for testing on evidence items; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and evidence submission and release records.
- 20% +/- 10%
- Follows policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence not in process of examination in the laboratory; maintains integrity of evidence reception and storage rooms; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by accrediting bodies and laboratory policies.
- 10% +/- 5%
- Prepares documentation related to evidence submission, inventory, and release; operates computer system and enters submitted items into evidence tracking system; prepares paper and electronic inventories; attaches physical evidence submission sheet(s) to appropriate case(s) where needed; obtains necessary signatures on release documents.
- 5% +/- 2%
- Testifies in court regarding chain of custody of evidence as necessary.

Evidence Technician

5% +/- 2%

- Performs related ancillary responsibilities; responds to emails and phone calls; attends trainings and meetings as necessary; assists with training new Evidence Technicians as assigned by the supervisor; may perform basic operability checks on firearms submitted to the laboratory for basic function testing.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and one (1) year of experience performing clerical and inventory control 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.
- Ability to push, pull, and lift up to 50 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, Logbooks, paper and electronic inventory records, 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.

Evidence Technician

- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, law enforcement personnel, other departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory machinery.

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
12221	Medical Examiner Investigator 1	MEO	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12221	Medical Examiner Investigator 1	MEO	Non-Exempt	8A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

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

No. of Employees Affected:	Ten (10)
-----------------------------------	----------

Dept.(s) Affected:	Medical Examiner’s Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Joe Stopak, Manager, Morgue Operations	9/25/2019	Phone Call	Discussion Regarding Job Functions and Min Quals
	10/8/2019	Email	Review of Final Draft
	10/29/2019	Email	Reminder
	10/29/2019	Email	Confirmation of Receipt
Dr. Thomas Gilson, ME	10/8/2019	Email	Copied on Communications
Hugh Shannon, Administrator	10/8/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	11/5/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 1	Class Number:	12221
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures.

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%
- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebanc for organ/tissue donation.
- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches ambulance/livery crews as appropriate.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Medical Examiner Investigator I

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment; washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- American Board of Medicolegal Death Investigation (ABMDI) certification is required within 18 months of date of hire.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, bend, climb, and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

Medical Examiner Investigator I

- 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 police, medical, and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy and procedures manual, and medical terminology book.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and related legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, and communicable disease.

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
12222	Medical Examiner Investigator 2	MEO	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12222	Medical Examiner Investigator 2	MEO	Non-Exempt	10A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

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

No. of Employees Affected:	Three (3)
-----------------------------------	-----------

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Joe Stopak, Manager, Morgue Operations	9/25/2019	Phone Call	Discussion Regarding Job Functions and Min Quals
	10/8/2019	Email	Review of Final Draft
	10/29/2019	Email	Reminder
	10/29/2019	Email	Confirmation of Receipt
Dr. Thomas Gilson, ME	10/8/2019	Email	Copied on Communications
Hugh Shannon, Administrator	10/8/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	11/5/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 2	Class Number:	12222
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is a journey-level classification within the Investigator series. Positions in this class receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures. This class is distinguished from the Investigator I by a greater level of experience and lead worker 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.

- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
- 30% +/- 10%
- Performs investigations into circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Medical Examiner Investigator 2

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Serves as lead worker; assists Medical Examiner Investigator Is with any issues or questions; gives trainings and presentations to law enforcement positions, medical personnel, and other employees.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; maintains equipment, washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology and three (3) years of experience in medical or forensic investigations, embalming, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to provide instruction and training to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, 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, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, and communicable disease.

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
15051	Motor Pool Attendant	Sheriff's Office	Non-Exempt	1A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15051	Motor Pool Attendant	Sheriff's Office	Non-Exempt	1A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2013. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Sheriff's Office
---------------------------	------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia – Archer Consultant	11/05/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Motor Pool Attendant	Class Number:	15051
FLSA:	Non-Exempt	Pay Grade:	1A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

Distinguishing Characteristics

This is an entry level class responsible for cleaning, performing minor maintenance, and transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Motor Pool Supervisor class that is responsible for the operations and activities of the unit.

Essential Job Functions

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

- 70% +/- 10%
 - Inspects, maintains, and cleans vehicles in the motor pool for the Sheriff's department; ensures that vehicles are in good working order including checking tire pressure and tread wear, ensuring that fuel and fluids are filled appropriately, electrical systems are in working order, batteries charged, belts, hoses, and wipers are in good repair, and that vehicles' interiors and exteriors are washed and cleaned; may make minor repairs such as fuse/bulb replacement of soldering broken equipment or wires; removes or installs van seats.
- 20% +/- 10%
 - Transports vehicles to be serviced, garaged, picked-up and delivered; provides roadside assistance; transports people to meetings.
- 10% +/- 5%
 - Cleans and maintains the work area and the level of the parking garage used by the motor pool; cleans and maintains equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or GED.

Additional Requirements

- No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- No mathematical requirements.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including employee performance evaluations, timesheets, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policy manuals, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to attend to a work assignment and to follow instructions or orders.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15143	Superintendent, Maintenance	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15143	Superintendent, Maintenance	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	David Mizuta, 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>
Jim Hazimihalis, Chief Section Engineer	8/19/2019 9/5/2019 9/6/2019 9/16/2019	Email Email Email Email	Ask questions Reminder Questions Review Draft
Jim Battigaglia, Archer Consultant	11/5/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Superintendent, Maintenance	Class Number:	15143
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works Office		

Classification Function

The purpose of this classification is to administer, manage, and supervise the operations and personnel of the Maintenance Department of the Public Works Office; to provide administrative support a Chief Section Engineer.

Distinguishing Characteristics

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

Essential Job Functions

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

- 20% +/- 10%
- Supervises and directs the work of the assigned unit; 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; 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%
- Administers and manages the operations of the Maintenance department; plans and implements all daily operations; coordinates work operations with administration, other departments, contractors, and the public; oversees the maintenance of and capital improvements to all Public Works Buildings; participates in matters of safety and security; establishes plans for irregular occurrences including emergency circumstances.
- 20% +/- 10%
- Plans and directs snow and ice removal operations for the County; subject to being on-call 24 hours a day and during holidays and County closures for Snow and Ice Control operations; inspects bridges and roadways to assess maintenance and repair needed.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Superintendent, Maintenance

20% +/- 10%

- Evaluates, reviews, and recommends budget disbursements for materials, parts, supplies, equipment, and tools; reviews daily work distribution, reports, labor, and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed; prepares grant and aid applications and reimbursement claims for financial assistance.

10% +/- 5%

- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering, Public Administration, or a related field with six (6) years of related experience, with three (3) years of supervisory experience; or an 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 peripheral equipment.
- Ability to operate a variety of maintenance and construction equipment including scooper, lifts, ladders, survey equipment, safety equipment, and peripheral equipment.

Supervisory Responsibilities

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including Ohio Department of Transportation (O.D.O.T.) drawings , work orders, employee grievances, job descriptions, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T manuals, environmental guidelines and regulations, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, work order sheets, plans, estimates, charts, grievance response, injury accident reports, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology, and language.
- Ability to communicate with staff, directors of other sections, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11101	Supervisor, Fiscal Office	Fiscal Office	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11101	Supervisor, Fiscal Office	Fiscal Office	Exempt	9A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2011. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	David Mizuta, 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>
Bonnie Inniss, Executive Assistant	9/9/2019 9/19/2019	Email Email	Ask questions Review Draft
Donna Carter, Tax Assessment Administrator	9/19/2019	Email	Review Draft
Brian O'Malley,	9/19/2019 10/3/2019 10/11/2019	Email Email Email	Review Draft Reminder Reminder
Dan Harbaugh, Director Real Estate Appraisal	9/19/2019	Email	Review Draft
Jim Battigaglia, Archer Consultant	11/5/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Fiscal Office	Class Number:	11101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office.

Distinguishing Characteristics

This is a supervisory level classification, working under direction of a senior supervisor within the Fiscal Office. Incumbents promote the efficiencies of the area they are assigned to, recommend and incorporate process improvements, and ensure that projects meet time and quality objectives. The incumbent ensures that activities are performed 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.

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, schedules, and participates in office services and activities and ensures completion in a timely and efficient manner; creates, monitors, and updates a database with information of departmental activities and services provided; implements and oversees the execution of policies and procedures to ensure they are conducted in compliance with county, state, and federal regulations; approves retention schedules and disposition of records; approves transactions; prepares various tax and fee calculations.

- 30% +/- 10%
- Supervises and directs the work of 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 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.

- 10% +/- 5%
- Provides information and support as a Subject Matter Expert to stakeholders and the general public; reviews consumer complaints and takes action to resolve complaints; provides services to the public including providing documents and information as needed.

- 20% +/- 5%
- Performs related administrative responsibilities; attends various trainings and meetings; coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in business administration, accounting or a related field with three (3) years billing, real estate management, accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 to act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 customer complaint forms, timesheets, court decisions, bankruptcy notifications, parcel cards, memos, letters, various regulation documents from governing bodies, forms, and a variety of activity reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, map books, copy machine manuals, and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, workload reports, order forms, equipment purchase forms, vouchers, cashier reports, forms, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Supervisor, Fiscal Office

- 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 at the county, state, and federal level.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate with co-workers, supervisor, staff, vendors, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15141	Supervisor, Maintenance	Public Works	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15141	Supervisor, Maintenance	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	David Mizuta, 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>
Jim Hazimihalis, Chief Section Engineer	8/19/2019 9/5/2019 9/6/2019 9/16/2019	Email Email Email Email	Ask questions Reminder Questions Review Draft
Jim Battigaglia, Archer Consultant	11/5/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Maintenance	Class Number:	15141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County's roads within townships; to provide administrative support to a Maintenance Administrator.

Distinguishing Characteristics

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

Essential Job Functions

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

30% +/- 10%

- Makes regular inspections of bridges and roads within the County to determine needs of repairs to bridges, road surfaces and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County; works closely with Sewer Maintenance Division with the repair and maintenance of sewer maintenance point repairs. .

20% +/- 10%

- Supervises and directs the work of the Maintenance Section of Public Works; 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; 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%

- Prepares daily reports of work distribution, labor costs, materials, equipment and work accomplished; develops estimates for all bridge related projects;, materials used and all equipment under their jurisdiction; orders supplies and equipment.

20% +/- 5%

- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Supervisor, Maintenance

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in engineering or a related field with three (3) years of heavy highway construction; or an equivalent combination of education, training, and experience .
- Requires a driver's license in the State of Ohio 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, mechanics tool, and construction tools.
- Ability to work at heights and climb up and around structures.
- Ability to work in confined spaces.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to understand and apply college level algebra, geometry, calculus and 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.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Supervisor, Maintenance

- Ability to comprehend a variety of informational documents including work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, reports, steel and concrete coding specifications, concrete and asphalt mix designs, and Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, 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 structural, mechanical, building and automotive 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15052	Supervisor, Motor Pool	Sheriff's Office	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15052	Supervisor, Motor Pool	Sheriff's Office	Non-Exempt	6A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2013. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Sheriff's Office
---------------------------	------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia – Archer Consultant	11/05/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Motor Pool	Class Number:	15052
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

Distinguishing Characteristics

This is a first-level supervisory classification that is responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Motor Pool Attendant class that is an entry level class and receives supervision from employees in 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.

- 50% +/- 10%
- Manages and coordinates the operations and activities of the Motor Pool division in the Sheriff's department; participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; decals/stripes the department's Sheriff's Fleet Vehicles; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires.
- 30% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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 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.
- 20% +/- 10%
- Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool; oversees cleaning and maintenance of equipment.

Supervisor, Motor Pool

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or GED; two (2) years of experience in vehicle maintenance and repair; or an equivalent combination of education, training, and experience.

Additional Requirements

- No license or special certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

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 and subtract.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, 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.

Supervisor, Motor Pool

- Ability to use and interpret basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies, and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18121	Supervisor, Project Inspection	Public Works	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18121	Supervisor, Project Inspection	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2015. The FLSA Status was updated to Exempt because of Administrative duties. HR is supportive of the recommendation and will take the necessary steps to effectuate and notify employees impacted by this change in FLSA status?
-------------------	---

No. of Employees Affected:	Six (6)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	Position's FLSA status has changed to Exempt from Non-Exempt
-----------------------	--

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	David Mizuta, 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>
Mike Tworzydlo – Chief Section Engineer	7/29/2019 8/5/2019 8/26/2019	Email Email Email	Ask Questions Reminder Review Final Draft
Jaoudat Charif – Area Construction Engineer	7/29/2019 8/5/2019 8/26/2019	Email Email Email	Ask Questions Reminder Review Final Draft
Ryan Maver – Area Construction Engineer	7/29/2019 8/5/2019 8/26/2019	Email Email Email	Ask Questions Reminder Review Final Draft
Darwin Merdes – Area Construction Engineer	7/29/2019 8/5/2019 8/26/2019	Email Email Email	Ask Questions Reminder Review Final Draft
Jim Battigaglia – Archer Consultant	10/11/2019	Email	Request for Pay Grade Evaluation
Rhonda Caldwell & Kelli Neale – Human Resources	11/15/2019 11/26/2019	Email	Share info & get feedback

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Project Inspection	Class Number:	18121
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget, and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises technical and clerical level classifications.

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%

- Oversees construction project logistics; evaluates contract and project plans and ensures the work carried out on site aligns with specifications; inspects materials delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; documents all changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; writes daily diaries to list any pay items, not-reported staff, and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

20% +/- 10%

- Supervises the work of assigned technical and clerical staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides instruction and training; evaluates employee performance; responds to employee questions concerns, and problems; approves employee time sheets 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; oversees safety to ensure contractor is providing a safe project site.

Supervisor, Project Inspection

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluates the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

15% +/- 5%

- Tracks schedules and task completions on projects; takes steps to ensure project stays on schedule; coordinates contractor daily and weekly work schedule to ensure testing and sampling are performed at time of operations; enters contractor's progress schedule for each category of work (including roadway, waterworks, drainage, and pavement) into computer for projects administered by the Ohio Department of Transportation (ODOT); makes drawings and calculations for bid items for final pay quantities.

15% +/- 5%

- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss questions and complaints prior to and during projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in engineering technology or related field with three (3) years of road or bridge construction 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 peripheral equipment.
- Ability to operate a camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, 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 ability to make use of the principles of algebra, geometry, trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, 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 legal, engineering, land use, and other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

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, electrical currents, noise extremes, vibrations, and machinery.

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
12254	Supervisor, Toxicology Laboratory	MEO	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12254	Supervisor, Toxicology Laboratory	MEO	Exempt	17A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

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

No. of Employees Affected:	One
-----------------------------------	-----

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	9/23/2019	Email Email	Copied on Communications
Dr. Thomas Gilson, County MEO	9/23/2019	Email	Copied on Communications
Dr. Luiginio Apollonio, Chief Toxicologist	9/23/2019 10/11/2019	Email	Review of Final Draft Confirmation of Receipt and Clarification
Jim Battigaglia – Archer Consultant	11/05/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Toxicology Laboratory	Class Number:	12254
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Chief Toxicologist. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

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 Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to 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%
- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; documents and records observations and results of chemical analysis; enters analytical case results into computer database; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 20% +/- 10%
- Ensures that toxicology laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures toxicology unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; calibrates and maintains instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

Supervisor, Toxicology Laboratory

10% +/- 5%

- Oversees regular maintenance of the Toxicology laboratory spaces and equipment; ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; monitors equipment performance and ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Acts on behalf of the Chief Toxicologist when absent; reports/signs out cases and interprets the probable effects of drugs and/or chemicals; assists with test data review; performs administrative and technical review of data, toxicology case files, and reports of completed cases.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures; conducts research and presents results at national meetings; submits research for publication in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related field and six (6) years of toxicology analysis experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Ohio Department of Health Drug and Alcohol Testing permit must be obtained within 6 months of hire date.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including analytical balances, auto diluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.

Supervisory Responsibilities

- Ability to assign, review, plans, 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.

Supervisor, Toxicology Laboratory

- 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 and advanced statistical analysis and basic chemistry math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

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.

T PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011151	Courier	All Departments	Non-Exempt	2A

Requested By:	Human Resources
----------------------	-----------------

Rationale:	The duties that were performed by this position are no longer needed as the pending implementation of the County's Enterprise Resource Planning (ERP) will allow for the accurate and confidential delivery of reports. One employee was laid off from the Department of Information Technology due to lack of work and reorganization for the efficient operations of the department. The position is currently vacant.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

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

Management Contact(s):	Rhonda Caldwell, Compensation Manager
-------------------------------	---------------------------------------

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Courier	Class Number:	1011151
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	All Departments		

Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

Distinguishing Characteristics

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

Essential Job Functions

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

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.

- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.

- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.

- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.

- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

Courier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Driver's License required. Proof of insurance 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.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Logbooks, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

Courier

Environmental Adaptability

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and in varying weather conditions.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17081	Pharmacist - Corrections	Sheriff's Office	Exempt	19A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Sheriff's Office
---------------------------	------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

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

Management Contact(s):	None
-------------------------------	------

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pharmacist- Corrections	Class Number:	17081
FLSA:	Exempt	Pay Grade:	19
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is manage an on-site pharmacy according to all applicable Ohio and federal laws; to fill all prescriptions ordered by physicians and /or dentists for the patient population; to interact with physicians regarding quality of care issues including drug incompatibilities and formulary compliance issues; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills. The employee in this class may chair a Pharmacy and Therapeutic committee and serve as a consultant for the medical, dental, and nursing staff.

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% +/- 15%
- Interprets and dispenses medical prescriptions and pharmaceutical supplies prescribed by a licensed practitioner; counsels patients on how to use prescription and over-the-counter medications, healthcare supplies and medical equipment; advises patients and answer questions about prescription drugs, including questions about possible side effects and interactions among different drugs.
- 30% +/- 5%
- Consults with doctors about medication therapy; works closely with doctors and medical personnel in selecting drugs and managing their effects; advises physicians and other health practitioners on the selection, dosages, interactions, and side effects of medications; provides night, weekend and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Keeps computerized records of patients' medications to prevent harmful drug interactions.
- 10% +/- 5%
- May chair a Pharmacy and Therapeutic committee; participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, treatment, and drug interactions.
- 10% +/- 5%
- Supervises pharmacy technicians and may train students serving as interns; supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential

Pharmacist - Corrections

medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed by the Ohio State Board of Pharmacy as a Registered Pharmacist with one year experience in pharmacy operations including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid Pharmacist license to in the State of Ohio.

Requires current, valid CPR certification.

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; mobility to work in office settings; strength to lift, carry and position supplies and 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 ratios and percentages.

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of 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 reference books and manuals including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Pharmacist - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical and pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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
17071	Pharmacy Technician - Corrections	Sheriff's Office	Non-Exempt	4A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Sheriff's Office
---------------------------	------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

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

Management Contact(s):	None
-------------------------------	------

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pharmacy Technician- Corrections	Class Number:	17071
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to assist a Pharmacist at an on-site pharmacy according to all applicable Ohio and federal laws; to fill prescriptions ordered by physicians and /or dentists for the patient population; to manage inventory, perform data entry and to restock drugs and supplies; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a technical level classification, performing responsible functions and tasks under supervision of a Pharmacist. This class requires some technical knowledge and excellent organizational and communication skills.

Essential Job Functions

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

- 50% +/- 15%
- Assists in filling prescriptions ordered by physicians; counts dosages of medications and fills containers; answers basic questions about over-the-counter drugs.
- 20% +/- 5%
- Enters data and keeps computerized records of patients' medications to prevent harmful drug interactions; labels containers and assists in pre-packaging operations.
- 10% +/- 5%
- Assists in managing inventory so that frequently prescribed drugs are on-hand and easily available; restocks drugs and supplies.
- 10% +/- 5%
- Keeps the pharmacy clean and orderly; maintains compliance with confidentiality requirements.
- 10% +/- 5%
- Reviews pharmacy invoices for accuracy prior to payment; maintains compliance with confidentiality requirements..

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or equivalent supplemented by technical school coursework including relevant laws, pharmacy and healthcare ethics, pharmacy practice, medical terminology, human physiology and diseases, pharmacy therapeutics, customer care, related software systems, inventory management, and infection control are desirable; one year of customer service experience including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Completion of a Pharmacy Technician Certification Program, accredited by the National Commission for Certifying Agencies (NCCA) and Certification as a Pharmacy Technician (CPhT) is preferred.

Pharmacy Technician - Corrections

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; mobility to work in office settings; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

No supervisory responsibilities. Participates in the maintenance of sensitive and confidential medical records.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate ratios 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 reference books and guides including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, 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 including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical/pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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
10251	Senior Data Processor	All Departments	Non-Exempt	3A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This classification is currently vacant, all employees currently performing these job functions are bargaining.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	All
---------------------------	-----

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

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

Human Resources Contact(s):	Kelli Neale, HR
------------------------------------	-----------------

Management Contact(s):	N/A
-------------------------------	-----

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Data Processor	Class Number:	1051
		Pay Grade:	3

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to function as lead worker and coordinate the work of lower level data processors involved in clearing and verifying incoming information from various data bases.

Essential Job Functions

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

- Functions as lead worker and coordinates the work of lower-level data processors involved in clearing and verifying incoming information from various data bases (e.g.- identifies inconsistencies between data and data base information; researches court case journals for information regarding inconsistencies and identifies correct information; updates information as required).
- Enters verified information into data base using mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms into data base). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate).
- Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data sheets, address change forms, change reports, referral reports, employer referral table, lump sum calculation forms, court journal entries and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the County program manuals, dictionary, telephone book, green guide, postal guide, employer table and personnel policy manuals.
- Ability to prepare data entry forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with the Director, supervisors, data processing personnel and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<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>					
Certified Medical Billing Specialist	17091	N/A	7A/Non-Exempt	Health and Human Services	This is a new classification requested by Health and Human Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Job Coach	14191	N/A	8A/Exempt	Human Resources	This is a new classification requested by Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Administrator, Facilities Maintenance	15101	15A/Exempt	15A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The number of related degrees was expanded.
Assistant Superintendent, Maintenance	15142	12A/Exempt	12A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2018. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
Chief Forensic Photographer	12212	12A/Exempt	12A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Chief Toxicologist	12311	21A/Exempt	21A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.
Evidence Technician	12171	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2017. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Medical Examiner Investigator 1	12221	8A/Non-Exempt	8A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Medical Examiner Investigator 2	12222	10A/Non-Exempt	10A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Motor Pool Attendant	15051	1A/Non-Exempt	1A/Non-Exempt (No Change)	Sheriff's Office	PRC routine maintenance. Classification last revised in 2013. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Superintendent, Maintenance	15143	15A/Exempt	15A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Fiscal Office	11101	9A/Exempt	9A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2011. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Maintenance	15141	10A/Exempt	10A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Motor Pool	15052	6A/Non-Exempt	6A/Exempt (No Change)	Sheriff's Office	PRC routine maintenance. Classification last revised in 2013. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Supervisor, Project Inspection	18121	10A/Non-Exempt	10A/Exempt	Public Works	PRC routine maintenance. Classification last revised in 2015. The FLSA Status was updated to Exempt because of Administrative duties. HR is supportive of the recommendation and will take the necessary steps to effectuate and notify employees impacted by this change in FLSA status.
Supervisor, Toxicology Laboratory	12254	17A/Exempt	17A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.
DELETED					
Courier	1011151	2A/Non-Exempt	N/A	All Departments	The duties that were performed by this position are no longer needed as the pending implementation of the County's Enterprise Resource Planning (ERP) will allow for the accurate and confidential delivery of reports. One employee was laid off from the Department of Information Technology due to lack of work and reorganization for the efficient operations of the department. The position is currently vacant.
Pharmacist – Corrections	17081	19A/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.
Pharmacy Technician – Corrections	17071	4A/Non-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.
Senior Data Processor	10251	3A/Non-Exempt	N/A	All Departments	This classification is currently vacant, all employees currently performing these job functions are bargaining.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0007

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2020 - 12/31/2022, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

WHEREAS, the Western Reserve Area on Aging Board of Trustees is composed of twenty-one (21) members who serve three (3) year terms; 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 Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2020 – 12/31/2022; 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:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2020 - 12/31/2022.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2020

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

Journal _____
_____, 20__



January 6, 2020

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

Re: Western Reserve Area Agency on Aging (WRAAA)

Dear President Brady,

Pursuant to Article IV, Section 2 of the Code of Regulations of the Western Reserve Area Agency on Aging, I submit the following nominee for reappointment:

- **Sue Biagiante, 3-year term, 01/01/2020 – 12/31/2022**

The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.

The Board consists of 23 members – four appointed by the Cuyahoga County Executive; one each appointed by the counties of Geauga, Lake, Lorain and Medina; two ex-officio members; and thirteen at-large members appointed by the trustees. Article IV, Section 4 of the WRAAA Regulations – “Selection” – requires that board candidates be nominated by a county’s Advisory Council. In Cuyahoga County, the Division of Senior and Adult Services Advisory Board serves as the local Advisory Council. Ms. Biagiante was nominated and submitted for consideration for reappointment through this process.

Article IV, Section (2)(b) of the Agency’s Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers’ independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and
- Trustees must reside within PSA 10A; and
- Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA

A copy of Sue Biagiante’s resume is attached.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

Thank you for your consideration of this reappointment. 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 that reads "Armond Budish". The signature is written in a cursive style with a large, prominent initial "A".

Armond Budish
County Executive

Sue E. Biagiatti, LISW



Profile: Highly skilled human services management professional. Proven track record of program development and expansion in the senior service area. Self-starter who can work independently and as a team member to accomplish organizational goals.

Summary of Experience:

- Analysis and problem solving
- Program design and implementation
- Budget preparation and implementation
- Staff communication, supervision, morale and team building
- Clinical counseling and supervision
- Data driven management
- Management of day to day operations
- Grant writing

Professional Experience:

Jewish Family Service Association, Cleveland, Ohio

1970-2010

Director, Older Adult Services

1993-2010

Provided strategic vision and operational direction for creation and operation of the Department of Maturing Family Services a comprehensive senior services program with an operating budget in excess of \$2.6 million serving over 2,000 seniors. Established and maintained successful contracts with all funding sources. Provided program evaluation and continuous quality improvement of services. Represented agency and department goals and objectives in the community regarding services to seniors. Played key roles in fundraising, marketing, and development of business partnerships for program operations and revenue generation.

- Created, developed and directed a home care program which was spun off into an independent department
- Created, developed and secured initial grants in excess of \$5 million for elderly Holocaust survivors, resulting in a yearly program of \$780,000 serving over 900 survivors
- Guided growth of an emergency response program to 800+ subscribers and generating almost \$1 million dollars of income
- Grew a home delivered meals program from 250 to 500 clients, serving over 135,000 meals each year, in a 2.5 year period generating \$750,000 in yearly revenue
- Developed a 'civic engagement' program for 55+ individuals, training them as respite caregivers for low-income individuals in the community, as part of the University of Maryland's Legacy program.

Associate Director, Clinical Practice for Geriatrics

1990-1993

Responsible for developing and overseeing delivery of counseling/case management services to seniors and their families, including an Alzheimer's Respite Care Project and supportive safety services. Provided staff development and clinical supervision of a grant funded multi-agency program to coordinate service in the Community to seniors.

- Secured provider status in the PASSPORT program for counseling, meals, home care and emergency response system services
- Secured yearly funding for guardianship services for seniors
- Conceptualized and implemented the Eldercare Department into the fully developed Older Adult Services Department

Clinical Supervisor/Clinical Social Worker: 1970-1990

Supervised clinical staff, the Director of Volunteers, and social work students. Provided clinical social work services with a specialization in direct treatment of children and families.

Education:

Case Western Reserve University, School of Applied Social Sciences
MSSA
Binghamton University, Harpur College
BA Degree, Sociology

Past Board Memberships:

Executive Board, Consortium Against Adult Abuse
Chair, Clinical Excellence Committee; Consortium Recognition Award 2000
Cuyahoga County, Advisory Council on Senior and Adult Services
Chair, Advocacy Committee Chair
Cuyahoga County OPTIONS Program
Western Reserve Area Agency on Aging, Board Secretary, Board Treasurer

Current Board Memberships:

Council Gardens, Executive Committee
COOP (Council On Older Persons, Center for Community Solutions)

Past Professional Affiliations/Activities:

National Association of Social Workers
Ohio Society of Clinical Social Workers
MSASS Mentor to students in the Aging stream

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0008

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Michael W. Chambers to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 10/15/2020, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three-year terms; 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 Michael W. Chambers (replacing Dennis Kennedy) to serve on the CCCIC’s Board of Trustees for an unexpired term ending 10/15/2020.

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



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

January 7, 2020

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

Re: Cuyahoga County Community Improvement Corporation (CCCIC)

Dear President Brady:

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Michael Chambers, unexpired term ending 10/15/2020 (replacing Dennis Kennedy)**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three-year terms.

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

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

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

Sincerely,

Armond Budish
Cuyahoga County Executive

Michael W. Chambers, CPA

Experienced, dedicated and trusted financial professional with a proven history of implementing fiscal accountability, streamlining expenditures, increasing productivity, and identifying new revenue sources within an organization.

EXPERIENCE

Interim Fiscal Officer Cuyahoga County	<i>October, 2019 – Present</i>
Operations and Finance Administer DPW-Cuyahoga County	<i>2016 – October, 2019</i>
Senior Business Services Manager / Fiscal Officer DPW-Cuyahoga County	<i>2011 – 2016</i>
Fiscal Officer Cuyahoga County Engineer	<i>2001 – 2011</i>
Assistant City Controller City of Cleveland	<i>1999 – 2001</i>
Assistant Supervisor, Accounting/Cashiering Department Cuyahoga County Treasurer	<i>1990 – 1999</i>

LICENSE/EDUCATION

Certified Public Accountant State of Ohio	<i>2000</i>
Bachelor of Business Administration Cleveland State University	<i>1990</i>

ADDITIONAL SKILLS

- Successfully managed large-scale departments
 - Excellent communication skills
 - ERP implementation experience
 - Strategic Planner and Change Agent
 - Microsoft Office proficiency in Word, Excel, Outlook, and PowerPoint
 - Member of the Ohio Society of Certified Public Accountant
-

VOLUNTEER SERVICE

- Professional Standards and Responsibility – Ethics Compliance – (OSCPA)
 - Catholic Youth Organization Basketball Coach
-

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0009

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2020 - 1/16/2025, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and

WHEREAS, 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, County Executive Budish has nominated the following individuals to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2020 – 1/16/2025:

Appointment:

1. John E. Skory (replacing Jerry Kelsheimer)

Reappointment:

1. Helen Forbes Fields

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment or reappointment of the following individuals to serve on the Cuyahoga Community College Board of Trustees for the term 1/17/2020 – 1/16/2025:

Appointment:

1. John E. Skory

Reappointment:

1. Helen Forbes Fields

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2020

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

Journal _____
_____, 20__



January 9, 2020

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

Re: Cuyahoga Community College (Tri-C) Board of Trustees

Dear President Brady:

Pursuant to Section 3354.05(A) of the Ohio Revised Code, I am pleased to submit the following appointments to the Cuyahoga Community College ("Tri-C") Board of Trustees:

Re-appointment

- **Helen Forbes Fields, five-year term, 01/17/2020 – 01/16/2025**

New appointment

- **John Skory, five-year term, 01/17/2020 – 01/16/2025 (replacing Jerry Kelsheimer's)**

The Tri-C Board is comprised of nine members – six appointed by the County Executive, and three appointed by the Governor of the State of Ohio [ORC 3354.05(A)]. Board members must be residents of the community college district. Ohio Revised Code stipulates that members shall serve a five-year term and permits members to continue serving beyond the expiration of term until a successor takes office, or for a period of sixty days – whichever occurs first. This board is uncompensated.

I have attached a copy of the nominees' resumes for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. There are no other candidates on file that applied for these positions.

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

Sincerely,

Armond Budish
Cuyahoga County Executive

HELEN FORBES FIELDS, ESQ.

QUALIFICATIONS

Highly persuasive nonprofit executive and attorney with superior analytical, writing, and verbal skills. Experience includes working in the social service arena and tackling the causes of poverty while convening various stakeholder communities including corporate partners, public officials, nonprofit agencies and volunteers. Background over thirty (30) years practicing law and representing clients in multiple areas. Demonstrated ability to exercise legal judgment, analyze and assess risk and timely provide practical recommendations and guidance to all levels of an organization. Widely regarded as an efficient and effective negotiator and drafter of documents with meticulous attention to detail. Proven organization skills and the capacity to thrive and survive under pressure. Extensive experience in diverse legal matters providing strong background in varied business, corporate, and labor matters.

EDUCATION

Howard University School of Law, Washington D.C.
Juris Doctorate conferred May 1984

Loyola University School of Law, Rome, Italy
Summer Study Abroad (Comparative Constitutional Law, 1983

Spelman College, Atlanta, Georgia
Bachelor of Arts in Political Science conferred May 1981, cum laude

The Ohio State University, Columbus, Ohio
1977-1978

SELECTED CAREER ACCOMPLISHMENTS

**United Way of Greater Cleveland
Executive Vice President and General Counsel**

**Cleveland, Ohio
July 1, 2018 – Present**

Responsible for United Way's regional initiatives, a portfolio that encompasses local and state government relations, management of Geauga and Medina offices, 2-1-1, and Community Wraparound Strategy/Say Yes To Education and reviewing all legal matters.

- Led planning and implementation of regional management in Cuyahoga, Geauga and Medina Counties.
- Oversee management of both urban and rural County offices.
- Developed the Public Policy Advocacy agenda.
- Build collaborations with like-minded organizations in promoting Public Policy Advocacy Agenda based upon community needs.
- Strengthen public policy role of Social Service agencies by creating State of Ohio Advocacy Day
- Oversee Management of 211 Services which employs over 50 employees, receives 270,000 calls yearly and maintains database consisting of 4,000 agencies and 25,000 programs across the State of Ohio.
- Reorganized external 211 contracts to meet financial viability criteria.
- Managed implementation of \$4.5 million Accountable Health Communities Grant with hospital partners identifying social determinants of health
- Manages United Way's internal implementation of Race, Diversity, Equity and Inclusion program.
- Oversee Community Wraparound Strategy linking school, students, parents and community to a variety of social services and supports to improve a child's academic success.

**United Way of Greater Cleveland
Vice President of Community Impact and General Counsel**

**Cleveland, Ohio
October 2016 – June 30, 2018**

Served as Vice President of Community Impact and General Counsel October 2017-June 30, 2018 supervising the allocations process of United Way, managing the \$4.5 million Accountable Health Communities grant and reviewing all legal matters.

- Enhanced United Way's relationship with funded and non-funded social service agencies and furthering dialogue and understanding of those living in poverty.
- Managed allocation process to funded agencies including monitoring agencies alignment with United Way's focused area of funding, engagement of over 50 volunteers in allocation process, preparation of grant agreements, conducting site visits and collection of data.
- Reestablished Council of Agency Executives.
- Led establishment of Accountable Health Communities Grant through CMS by overseeing the establishment of all protocols and procedures.
- Review all Accountable Health Communities legal agreements with hospital partners.
- Deliver key presentations to public and media interviews to further the public's understanding of those living in poverty.
- Established review of all legal agreements.

**Forbes, Fields & Associates CO., L.P.A.
Attorney at Law**

**Cleveland, Ohio
1985 – October 2016**

- Managed practice with thirteen (13) employees. Forbes, Fields & Associates Co., L.P.A. is one of the oldest minority owned and controlled law firms in Ohio. It was the first Ohio minority owned law firm listed in the Bond Buyer's Municipal Market Place.
- Was previously active in the firm's public law and municipal finance practice and involved in various public and privately placed issuance of revenue bonds and general obligation bonds for the State of Ohio and its political subdivisions, the City of Cleveland, the Board of Education of the Cleveland Metropolitan School District, Ohio and other cities and counties in the United States.
- Has particular experience in litigation including breach of contract, employment law, labor law and negotiations, personal injury and personal injury defense and governmental contracts.
- Has experience in labor and employment law. Work in these areas include handling of administrative complaints and investigations on behalf of clients brought before the U.S. Equal Employment Opportunity Commission ("EEOC") and the Ohio Civil Rights Commission ("OCRC").
- Has presented clients in general liability issues, including premises liability matters.
- Has monitored major construction projects for female and minority hiring. Works closely with construction managers, general contractors, and subcontractors. Monitoring involves, but not limited to, review of payroll, actual hiring population on the worksite and procurement.

**City of East Cleveland
Law Director**

**East Cleveland, Ohio
1998; 2005**

- Managed law department of the City of East Cleveland which includes civil and criminal divisions with five (5) employees.
- Represented the City in all legal matters.
- Preparation and/or approved all contracts, ordinances, and resolutions.
- Drafted ballot measures.
- Represented the City in all collective bargaining agreements and led negotiations with various Labor Unions, including, but not limited to, Laborers Union 1099, AFSCME, Ohio Patrolmen's Benevolent Association and District 925.
- Defended the City successfully on various Unfair Labor Practice claims and managed grievance hearings.
- Represented the City in various lawsuits.
- Attended all Council meetings and various commission board meetings.
- Provided legal advice to all departments located within the City of East Cleveland.

Rogers, Horton, Forbes & Teamor
Law Clerk

Cleveland, Ohio
1982, 1984, 1985

- Researched and drafted memoranda of law.

PROFESSIONAL MEMBERSHIP

- National Association of Bond Lawyers
- National Bar Association
- Cleveland Metropolitan Bar Association, Bar Review Committee

LEADERSHIP POSITIONS

- Chair of the Board, Front International Triennial
- County Executive Budish Appointee to Board of Trustees, Cuyahoga Community College
- Board of Trustees and Vice Chair, Cleveland Museum of Art
- Chair of African American Advisory Committee, Cleveland Museum of Art
- Advisory Board of Spelman College Museum of Fine Arts
- Leadership Cleveland, Class of 1994

Past Board Member of:

- Museum of Contemporary Art (MOCA)
- Cleveland Arts Prize
- Rainbow Babies & Children's Hospital of University Hospitals of Cleveland
- Cleveland Institute of Art
- Karamu House
- Volunteer Allocations Panel member of the United Way
- Cleveland Zoological Society
- Cleveland Scholarship Program (College Now)
- Governor Kasich Appointee to East Cleveland Financial Planning & Oversight Commission

PROFESSIONAL RECOGNITION & AWARDS

- Profiled in New Cleveland Woman, July 1989
- 40/40 Club, Kaleidoscope
- Fraser Net Power Networker of the Year, Entrepreneur, 2013
- AIDS Task Force, Art Cares Icon, 2014
- CRAINS Notable Women in Nonprofit, August 2019

BAR MEMBERSHIPS

- State of Ohio
- United States District Court for the Northern District of Ohio
- United States Court of Appeals in the Sixth Circuit



John E. Skory

President
The Illuminating Company

John E. Skory is president of The Illuminating Company, a FirstEnergy electric utility operating company.

A native of Cleveland, John has been with the company for 40 years. He began his career with The Illuminating Company in 1977 as a meter reader and has served in a variety of operations and managerial positions over the years. In 2000, he was promoted to manager, Workforce Development, Regional Operations, where he was instrumental in helping establish the company's award-winning Power Systems Institute training program. In 2002, Skory was promoted to director, Operations Support Services for Ohio Edison and was named director of Operations Support Services for The Illuminating Company in 2003. In 2010, John served on the FirstEnergy-Allegheny Energy merger team prior to being named president of Pennsylvania Electric Company, another FirstEnergy electric utility operating company. He was named to his current position in September 2012.

John earned his A.A. degree from Cuyahoga Community College and a bachelor's degree in business administration from David N. Myers College in Cleveland. In addition, he has completed almost 1,000 hours of coursework and training throughout his career, including earning "Strategic Business Leadership" and "Financial Analysis" certificates from the University of Chicago Graduate School of Business.

John currently serves on a number of community boards, including the Cleveland Area United Way Board and is a member of the Executive Committee and Strategic Planning Committee; University Hospital Cleveland Medical Center Board and a member of the Board of Trustees, the Nominating Committee, as well as the Rainbow Babies & Children's Hospital Committee; Cuyahoga Community College Foundation Board, and a member of their Finance Committee, Executive Committee and Board of Visitors; American Red Cross Board, as well as a member of their Philanthropy and Financial Development Committee; and the Greater Cleveland Sports Commission.

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0003

Sponsored by: County Executive Budish/Departments of Human Resources and Information Technology	An Ordinance enacting Section 302.03 of the Cuyahoga County Code to provide for the approval and adoption of an Electronic Equipment and Communications Policy to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the County Executive/Departments of Human Resources and Information Technology has recommended an Electronic Equipment and Communications Policy to be applicable to all County employees; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved policies regarding the use of electronic equipment and communications when it approved prior versions of the County's Personnel Policies and Procedures Manual; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, to provide for the usual, daily operation of a County entity, and to comply with Section 1347.05 of the Ohio Revised Code.

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

SECTION 1. Section 302.03 of the Cuyahoga County Code is hereby enacted to provide for the approval and adoption of an Electronic Equipment and Communications Policy, as set forth in Exhibit A attached hereto, as effective for all County employees and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the policy to all employees subject to the policy in accordance with the Department's usual method of dissemination.

SECTION 2. The Cuyahoga County Electronic Equipment and Communications Policy applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

SECTION 3. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: January 14, 2020

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

Journal _____
_____, 20__



To: County Council
From: Department of Information Technology & Department of Human Resources
Date: November 4, 2019
Re: Electronic Equipment and Communications Policy

The Department of Information Technology and the Department of Human Resources are bringing forward for County Council approval an Electronic Equipment and Communications Policy (Policy). The Policy defines the acceptable use of electronic equipment and documents the responsibilities of all users falling under the County Executive with regards to electronic equipment and communications. Users are defined as employees, contractors, consultants, temporary employees, volunteers, or any external individual and organization accessing Cuyahoga County services or data. The key sections of the policy include:

- 1) General Policy Information: Purpose, Scope, Responsibility and Compliance;
- 2) Privacy Expectations;
- 3) Acceptable Use of Electronic Equipment and Communications; and
- 4) Prohibited Uses of Electronic Equipment and Communications.

Previous versions of the Policy were included in the Employee Handbook. However, with the adoption of the new Employee Handbook in 2018, the Policy is no longer within the Employee Handbook. This item will adopt a new Policy and will add a section 12.07 to the Employee Handbook that will identify it is the employee's responsibility to be aware of and comply with this Policy. Key changes from the previous version of the Policy included in the Employee Handbook are:

- 1) General Policy Information: Updated language and provides more detail on the purpose, scope, responsibility and compliance for the policy.
- 2) Privacy Expectations: Added Law Department into departments that may access electronic communications for business purposes
- 3) Acceptable Use: Added additional information based on new technology and standards
- 4) Prohibited Use: Updated language to identify new prohibited uses and clarify standards

The Policy proposed for County Council approval aligns with Ohio Revised Code Chapter 1347 requiring local agencies to adopt rules regarding the maintaining of personal information systems.

EXHIBIT A

ELECTRONIC EQUIPMENT AND COMMUNICATIONS

Policy

Purpose

Cuyahoga County of Ohio ("the County") collects, manages and stores information on a regular basis to support its operations. The County is committed to preserving the confidentiality, integrity and availability of its information assets as well as ensuring compliance with the laws and regulations that apply to information maintained in County systems.

This policy defines the acceptable use of electronic equipment and documents the responsibilities of all users. Agencies and offices that report to the County Executive are required to implement procedures to ensure their users comply with requirements to safeguard information owned or entrusted to the County.

Non-executive agencies and offices on the Cuyahoga County Executive network or supported by the Cuyahoga County Department of IT are required to ensure their users comply with this policy or an equivalent agency or office policy for their users.

Users of information technology resources at Cuyahoga County are subject to applicable federal, state, and local laws, applicable contracts and licenses, and other County policies.

Scope

<p><i>NOTE: "User" is defined as employees, contractors, consultants, temporary employees, volunteers, or any external individual and organization accessing Cuyahoga County network services or data.</i></p>
--

This policy applies to all users of computing resources owned or managed by Cuyahoga County. This policy also applies to all users of any equipment, software, or computing service owned or leased by Cuyahoga County but not directly connected to Cuyahoga County network services and Internet/Intranet/Extranet related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, File Transfer Protocol, cellular telephones, and "smart phones" that are the property of Cuyahoga County. These systems are to be used for business purposes in serving the interests of the County, the public and agency customers during normal operations.

Access and use of County provided communication equipment and services are provided at the discretion of the County and may be revoked with proper justification through the Department of Information Technology.

Effective security is a team effort involving the participation and support of every Cuyahoga County employee and affiliate who deals with information and/or information systems. It is the responsibility of every user to know this policy and associated guidelines, and to conduct their activities accordingly.

Responsibility

The County Executive has delegated the execution and maintenance of information technology and information systems and the coordination and filings of these policies defined by the Department of Information Technology to the Chief Information Officer.

The Information Security Officer within the Office of Security and Research Department of IT is responsible for oversight of this policy.

The Office of Security and Research is responsible for monitoring compliance with this policy and may enlist other agencies or offices to assist in the enforcement of this policy.

Any inquires or comments regarding this policy shall be submitted to the Department of IT.

Additional information regarding this policy and its related standards may be found on the County intranet.

Compliance

Compliance with this document is mandatory for all County agencies under the County Executive. Employees who violate any part of this policy may be subject to corrective action, up to and including termination of employment. Non-employee users (e.g., contractors and consultants) may be subject to penalties as outlined in their service agreement with the County. Prohibited usage may also expose the violator to criminal prosecution.

Exceptions to any part of this policy must be requested via email or service ticket to the Office of Security and Research (refer to the County intranet for guidelines). A policy exception may be granted only if the benefits of exception outweigh the increased risk, as determined by the County Information Security Officer and signed off exception by the Chief Information Officer and agency or office director.

Non-Executive Agencies are required to comply with O.R.C. Chapter 1347, regulatory mandates (HIPAA, PCI-DSS, GLBA, etc.), and other applicable local, state, and federal laws.

Privacy Expectations

County employees do not have a right, or expectation, of privacy while using any County electronic equipment at any time, including accessing the Internet and/or using County owned/provided e-mail. Any information maintained on or passed through County electronic equipment is the property of the County. Any record created by an employee when using County electronic equipment (e.g., e-mail record, internet usage), is generally considered a public record subject to disclosure upon request. In addition, the County's Inspector General has full and unrestricted access to all the County's electronic data, pursuant to the County Charter, Section 15.01(7).

By using County electronic equipment, consent to monitoring and recording is implied with a reasonable business purpose. Any use of County communication resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

All County provided electronic equipment, and its contents, may be monitored and inspected at any time without prior notice. Electronic communications may be disclosed within an agency or office to those who have a need to know in the performance of their duties. Department Directors, the Law Department, system managers, and supervisors may access any electronic communications at any time if they have a reasonable business purpose.

Acceptable Use of Electronic Equipment and Communications

The following guidelines are designed to protect the County and the public from illegal or damaging actions by individuals, either knowingly or unknowingly:

1. Users may access, use or share Cuyahoga County data, information, and services only to the extent it is authorized and necessary to fulfill assigned job duties. See the guidelines of access control and privilege access on the County intranet.
2. Users will not use another individual's account or attempt to capture or guess other users' passwords.
3. Users are individually responsible for appropriate use of all resources assigned to them, including the computer, software, and hardware. Therefore, users are accountable to the County for all use of such resources. Users may not enable unauthorized users to access the network by using a County computer or a personal computer that is connected to the County network.
4. All electronic equipment used by the user that connects to the Cuyahoga County Internet/Intranet/Extranet, whether owned by the user or Cuyahoga County, shall be approved by the Department of IT and made available for inspection upon request by the Department of IT.
5. All mobile and computing devices that connect to the internal network must comply with the Minimum Access Guidelines in line with NIST 800-53 Federal Standards set by the Department of IT.
6. Use best judgement on protecting mobile assets, County data, and access to County systems (*refer to the County intranet for additional guidelines*)
7. Password and account management guidelines:
 - a. Understand the basic security practices via awareness training, including but not limited to, keeping passwords secure, not sharing accounts, locking unattended County owned systems (by pressing the 'Windows' key and the 'L' key), reporting security incidents and spam, etc. (*refer to the County intranet for additional guidelines*).
 - b. Use encryption of information in compliance with Department of IT Acceptable Encryption Use located on the County intranet.
8. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. All users are required to report such email to the Department of IT Office of Security and Research (*refer to the County intranet for guidelines*).

9. Users have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Cuyahoga County proprietary information, resources, or equipment. Refer to lost equipment guidelines on the County intranet.
10. Users are responsible for following appropriate technology approval processes for the purchase and or download of new technology systems or equipment.

Prohibited Uses of Electronic Equipment and Communications

Prohibited use of County equipment and/or electronic communications may subject the violator to corrective action, up to and including termination of employment. Prohibited usage may also expose the violator to criminal prosecution. Examples of prohibited uses of electronic equipment and communication are:

System and Network Activities

The following activities are examples of strictly prohibited activity, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations. This includes, but is not limited to, the installation or distribution of "pirated" software or other products that are not appropriately licensed for use by Cuyahoga County.
2. Unauthorized copying of copyrighted material including, but not limited to, photographs, magazines, books, music, software for which Cuyahoga County or the end user does not have an active license, and other copyrighted sources.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The Department of IT should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs or potentially malicious (unknown) programs into the network or server (e.g., viruses, worms, malware, trojan, e-mail bombs, unauthorized program execution, etc.).
5. Sharing or revealing your account password to others or allowing use of your account by others. This includes friends, family and other household members when work is being done at home.
6. Using a Cuyahoga County computing asset to actively engage in procuring or transmitting material that is in violation of any laws and/or Cuyahoga County policies (including but not limited to laws and policies prohibiting harassment and retaliation).
7. Making fraudulent offers of products, items, or services originating from any Cuyahoga County account.
8. Using County resources for political or commercial purposes. This includes performing non-work-related business activities on County-owned or maintained systems, including

performing secondary employment activities, whether or not the secondary employment is authorized. See Cuyahoga County Ethics Policy.

9. Causing security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, ransomware, denial of service, and forged routing information for malicious purposes.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the user's normal job/duty. Port scanning or security scanning is expressly prohibited unless the user gives prior notification to and receives approval by the Office of Security and Research Department.
11. Circumventing user authentication or security of any host, network or account.
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
13. Accessing confidential information in systems used in the course of County employment, without authorization or in violation of County policy.
14. Providing confidential or sensitive information about Cuyahoga County employees, data, or systems to parties outside Cuyahoga County without prior approval by the user's agency or office. See public records policy and Data Classification Guidelines.
15. Accessing inappropriate websites (e.g., pornography, gambling, etc.) outside of the user's specific job duties.
16. Creating, maintaining, or transmitting any material that is obscene, indecent, pornographic, or offensive which serves no legitimate operational purpose.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, mobile communication, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Sending unsolicited email to advertise any service hosted by Cuyahoga County without prior approval by the user's agency or office.

Weblogs (" Blogging "):

1. Blogging by employees using Cuyahoga County's equipment or systems is subject to the terms and restrictions set forth in this policy. Use of Cuyahoga County's systems to engage in blogging is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Cuyahoga County's policy, is not detrimental to Cuyahoga County's best interests, does not interfere with an employee's regular work duties and is being done as part of an employee's role at the County. Blogging from Cuyahoga County's systems is subject to monitoring.
2. Cuyahoga County's Data Classification Guidelines also apply to blogging. As such, employees are prohibited from revealing any Cuyahoga County confidential or proprietary information, trade secrets, or any other material covered by Cuyahoga County's Data Classification Guidelines when engaged in blogging.
3. When using Cuyahoga County's equipment or systems, or acting as a representative of the County, employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments, or otherwise engaging in any conduct prohibited by Cuyahoga County's Non-Discrimination and Anti-Harassment policy.
4. Employees may not attribute personal statements, opinions, or beliefs to Cuyahoga County when engaged in blogging. If an employee is expressing his or her personal beliefs and/or opinions in personal blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Cuyahoga County. Employees assume any and all risk associated with personal blogging, including legal liability.
5. Cuyahoga County's trademarks, logos and any other Cuyahoga County intellectual property may not be used in connection with any personal blogging activity.

NOTE: Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0004

Sponsored by: County Executive Budish/Department of Human Resources	An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Personnel Policies and Procedure Manual, which is amended herein and may be amended in the future by Council; and

WHEREAS, it is necessary that this Ordinance 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 ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual as set forth in Exhibit A attached hereto, effective for all County employees, and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees subject to the manual in accordance with the Department's usual method of dissemination.

SECTION 2. Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2020

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

Journal _____
_____, 20__

EXHIBIT A

Formatted: Centered

Formatted: Font: 16 pt

TABLE OF CONTENTS

1 INTRODUCTION	7
1.01 Profile of the County	7
2 PURPOSE OF EMPLOYEE HANDBOOK.....	9
3 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY	10
3.01 Commitment to Diversity & Inclusion	10
3.02 Equal Employment Opportunity.....	10
3.03 Accommodations for Religious Beliefs	10
Requesting a Religious Accommodation.....	10
3.04 Americans with Disabilities Act.....	10
Definitions.....	11
Requesting an Accommodation	11
3.05 Reporting Harassment, Discrimination, or Retaliation	11
Investigation	12
Confidentiality of Reports.....	12
False Allegations	12
3.06 Prohibited Retaliation.....	13
4 ETHICS AND SUNSHINE LAWS.....	14
4.01 Code of Ethics	14
4.02 Sunshine Laws and Records	14
Privacy Expectations	14
5 TALENT MANAGEMENT.....	15
5.01 Filling of Job Vacancies	15
Job Announcement Postings	15
Application Process	15
Selection Process.....	16
5.02 Background Checks.....	16
5.03 Newly Hired Employees.....	17
Orientation.....	17
Identification Badge	17
Probation Period.....	18
6 GENERAL EMPLOYMENT PRACTICES.....	19
6.01 Employment Status.....	19
Full-Time	19
Part-Time Benefits-Eligible	19
Part-Time Not Benefits-Eligible.....	19

Temporary Employment	19
Exempt or Non-Exempt	19
Classified or Unclassified.....	20
Bargaining or Non-bargaining	20
6.02 Job Descriptions	20
Classified Positions	20
Unclassified Positions.....	20
6.03 Position Audit.....	21
6.04 Direct Deposit of Pay and Payroll Deductions	21
6.05 Timekeeping	21
6.06 Standard Workweek and Hours	22
Lunch and Breaks.....	22
6.07 Flexible Work Schedules.....	23
6.08 Voluntary Reduced Work Schedules.....	24
6.09 Telecommuting	24
6.10 Performance Management.....	24
6.11 Corrective Action/Performance Improvement.....	25
Documented Counseling	25
Performance Improvement Plan	25
Mandatory Referral to Employee Assistance Program.....	26
6.12 End of Employment.....	26
Resignation	26
Retirement.....	26
Disability Separation.....	26
Voluntary Disability Separation	26
Involuntary Disability Separation.....	27
Reinstatement from Disability Separation	27
Disability Retirement.....	28
Layoff	28
Disciplinary Removal	28
Employee Separation Appeal	28
Final Paycheck	28
6.13 Delayed Openings/Early Closing.....	29
Emergency Delayed Openings/Early Closing	29
Notification.....	29
Employees Operating During Delayed Openings/Early Closings	29
Pay Provisions During Delayed Openings/Early Closings	30
Non-Emergency Delayed Openings/Early Closings	30
7 STANDARDS OF CONDUCT	31

7.01 Anti-Harassment and Anti-Bullying.....	31
Definitions.....	31
Prohibited Retaliation.....	32
Reporting Workplace Harassment, Sexual Harassment, Bullying, or Retaliation	33
Investigation	33
Confidentiality of Reports.....	33
False Allegations	33
7.02 Resolving Work-Related Concerns	34
7.03 Employee Dress/Appearance.....	35
7.04 Attendance.....	35
Occurrences	36
Unapproved Absences	36
Tardy	36
Time Clocks and Failure to Clock Punch-in/out.....	36
Department Notification	36
Absence Without Leave (AWOL)	36
Progressive Discipline for Attendance	37
7.05 Employee Responsibility for County Property	38
7.06 Notification of Criminal Arrest or Conviction	38
7.07 Progressive Discipline.....	38
Application.....	38
Procedure.....	38
Levels of Disciplinary Action	39
Prohibited Conduct	40
Evaluation of Inappropriate Conduct.....	41
Appeals	41
8 WORKPLACE SAFETY	42
8.01 Workplace Violence Prevention	42
Definition	42
Reporting Workplace Violence.....	42
Weapons	43
8.02 Smoke and Tobacco Free Workplace	43
Definitions.....	43
Prohibited Conduct	44
Cessation Programs	44
8.03 Substance-Free Workplace.....	44
Individuals Covered	44
Definitions.....	44
Prohibited Conduct	45

Testing Categories	46
Return to Duty for Employees After a Positive Test Result	47
8.04 Fitness for Duty.....	47
Drug and Alcohol Testing	47
Physical and Mental Health	47
8.05 Workers' Compensation.....	48
Employee Procedures	48
Supervisor Procedures	49
Relationship to Leave Time.....	49
8.06 Alternative Work Program	50
9 COMPENSATION.....	51
9.01 Salary/Wages	51
9.02 Premium Pay	51
9.03 Equity Adjustments	52
9.04 Compression Adjustment	52
9.05 Temporary Work Level (TWL).....	53 <u>52</u>
9.06 Non-Exempt Employees: Overtime/Compensatory Time	53
9.07 Exempt Employees: Exchange/Straight Time	54
Exchange Time.....	54
Straight Time Pay	55 <u>54</u>
10 BENEFITS	57 <u>56</u>
10.01 Healthcare Benefits.....	57 <u>56</u>
Eligibility	57 <u>56</u>
Dependent Eligibility	57 <u>56</u>
10.02 Open Enrollment and Qualifying Events for Mid-Year Enrollment in Benefits Coverage.....	58 <u>57</u>
10.03 Optional Employee Benefits.....	59 <u>58</u>
10.04 Wellness Program.....	59 <u>58</u>
10.05 Flexible Spending Accounts (FSA).....	59 <u>58</u>
Eligibility	59 <u>58</u>
Medical FSA	59 <u>58</u>
Dependent Care FSA	60 <u>59</u>
Transportation (Parking, Transit, RTA, Bicycling) FSA.....	60 <u>59</u>
10.06 Retirement – Ohio Public Employee Retirement System.....	60 <u>59</u>
Contributions	60 <u>59</u>
Tax-Deferred Basis.....	60 <u>59</u>
Other Information.....	61 <u>60</u>
10.07 Deferred Compensation	61 <u>60</u>
10.08 Employee Assistance Program	61 <u>60</u>

10.09 Lactation Accommodation.....	626261
Break Time for Lactation Purposes.....	626261
Lactation Rooms.....	626261
Resources.....	626261
10.10 Life Insurance & Accidental Death & Dismemberment (AD&D).....	636362
Eligibility.....	636362
10.11 Consolidated Omnibus Budget Reconciliation Act (COBRA).....	636362
Qualified Beneficiaries.....	636362
Qualifying Life Events.....	646463
Qualifying Life Events for Employees.....	646463
Qualifying Life Events for Spouses.....	646463
Qualifying Life Events for Dependent Children.....	646463
11 TIME OFF AND LEAVES OF ABSENCE.....	656564
11.01 Paid Vacation Leave.....	656564
11.02 Paid Holidays.....	666665
11.03 Paid Sick Leave.....	676766
11.04 Paid Bereavement Leave.....	686867
11.05 Paid Legal Proceedings Leave.....	696968
11.06 Unpaid Personal Leave of Absence.....	696968
11.07 Family Medical Leave.....	717069
Leave Categories.....	717170
Military Family Leave Entitlement.....	727271
Applying for Leave.....	727271
Certification and Recertification of Serious Health Conditions.....	727271
Status and Benefits While on FML.....	737372
Leave Donation.....	747372
Returning from FML.....	747473
11.08 Unpaid Medical Leave.....	757573
11.09 Paid Parental Leave.....	767674
Documentation.....	767675
11.10 Military Leave.....	777775
Paid Military Leave.....	777775
Unpaid Military Leave.....	777775
Requesting Paid or Unpaid Military Leave.....	777776
12 MISCELLANEOUS.....	787877
12.01 Personnel Information and Privacy.....	787877
Access.....	787877
Handling Personnel Information.....	787877

Employees' Access to Information	787877
Accuracy of Information	797978
Additions, Deletions or Changes.....	797978
12.02 Recording of Conversations	797978
12.03 Workplace Search.....	808079
12.04 Health Insurance Portability and Accountability Act (HIPAA).....	818180
Types of Personal Health Information Received by the County	818180
Retention of Personal Health Information	818180
12.05 Furlough Programs	828281
12.06 Professional Licenses	828281
12.07 Electronic Equipment and Communications Policy Other Policies.....	828281
12.08 Travel Policy.....	82
12.09 Other Policies.....	82

Formatted: Normal

Formatted: Font: (Default) Arial

1 INTRODUCTION

1.01 Profile of the County

The County is an independent political subdivision of the State of Ohio and operates subject to the provisions of the Ohio Constitution, the Charter and various sections of the Revised Code. The County is located on the southern shore of Lake Erie in northeastern Ohio. The County covers an area of 458.3 square miles and contains two townships and 57 cities and villages. The State established the County on February 8, 1808, and the first meeting of the Cuyahoga County Board of County Commissioners was held in June 1810. The County is substantially fully developed and, according to the 2010 census, had a population of 1,280,122, making it one of the most populous counties in the State.

On November 6, 2009, the voters of the County adopted a County Charter that changed the form of the County's government. The Charter was effective January 1, 2010, with 2010 being a year of transition to the new form of government. The Charter eliminated the elected positions of County Commissioners, County Auditor, County Treasurer, County Recorder, Clerk of Courts, County Coroner, County Engineer and Sheriff. In place of the previously elected officers, the Charter provides for an elected County Executive, an elected 11-member County Council and an elected Prosecuting Attorney. The County Executive and the Prosecuting Attorney are elected by all the voters of the County, and each member of Council is elected by voters in one of 11 districts established by the Charter. As a charter government, the county has the same home-rule powers as are vested in charter municipal governments.

The County Executive is the chief executive officer of the county and, with the approval of the Council, appoints the following: (i) a Fiscal Officer who has the duties of an elected county auditor, an elected county recorder and an elected clerk of courts (other than those related to the operations of the County Courts); (ii) a Medical Examiner who performs the duties of an elected county coroner; (iii) a Clerk of Courts to carry out the duties of an elected clerk of courts related to the operations of the courts; (iv) a Director of Public Works who performs the duties of an elected county engineer and a sanitary engineer; (v) a Director of Law who serves as the legal advisor and representative to the County Executive and Council; (vi) a Treasurer who performs the duties of an elected county treasurer; (vii) a Sheriff who performs the duties of an elected county sheriff; and (viii) a Director of Health and Human Services who manages the administration of the County's various human service agencies, programs and activities. The County Executive has powers and duties of an administrative nature, including overseeing most personnel and collective bargaining matters, executing contracts, conveyances and indebtedness on behalf of the County, introducing ordinances and resolutions for Council's consideration and submitting tax and operating budgets, capital improvement plans, a five-year financial forecast for County operating funds and a related written message annually.

The 11 member Council holds the legislative power and is the taxing authority of the County. The Council elects a President, and has authority to establish procedures governing the making and administration of County contracts and public improvements. Council also has authority to adopt the annual tax budget and the County's operating and capital budgets, to make appropriations to provide for the acquisition, construction and maintenance of property, and to establish a procedure for the levying of special

assessments. The Council may override a veto of the County Executive if at least eight members of Council vote to approve the vetoed measure. The Council has investigative as well as legislative powers.

This handbook is intended to govern employees under the authority of the County Executive and County Council.

2 PURPOSE OF EMPLOYEE HANDBOOK

This handbook is intended as a reference to inform employees of the county's human resources policies and systems, including the guidelines and resources employees need to know in their role at Cuyahoga County. Employees are expected to know the policies and guidelines contained in this handbook, as well as any additional policies and guidelines set by their department.

All matters relating to the administration of the policies and procedural guidelines in this handbook are under the general supervision of the Director of Human Resources. Questions regarding interpretation and application of this handbook should be directed to Human Resources.

Bargaining employees are expected to know the terms of their Collective Bargaining Agreement (CBA). The terms and conditions of that agreement supersede this handbook on any subject covered by their CBA.

The procedural guidelines covered in this handbook do not diminish the County's management rights and should not be considered a waiver of these rights. Unless limited or prohibited in this handbook, or otherwise restricted by law, the County reserves all rights to manage its workforce. The policies and procedural guidelines contained in this handbook are intended to promote equity, consistency, and standardization of benefits, but do not reflect or represent every conceivable situation but addresses those that are often encountered. Situations may differ and will be handled on a case-by-case basis, at the discretion of the County as permitted by applicable law. Whenever this discretion is used to justify a managerial decision by the County, such action will be logged by Human Resources.

The procedural guidelines outlined in this handbook will be applied at the discretion of the County in accordance with the law. The County reserves the right to change by ordinance, for any reason, at any time and without prior notice, the procedures, benefits, and working conditions described in this handbook to the extent permitted by law. The latest version of this handbook will be available on the Human Resources website. Every effort will be made to notify employees when an official change in the procedural guideline has been made. Upon said notification it is the responsibility of the employee to review and familiarize themselves with any changes.

Any violations of the procedural guidelines outlined herein are subject to discipline up to and including removal.

3 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

3.01 Commitment to Diversity & Inclusion

The County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential.

A diverse workforce helps the County realize its full potential. The County benefits from creativity and innovation that results when people who have different experiences, perspectives, and cultural backgrounds work together.

3.02 Equal Employment Opportunity

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

3.03 Accommodations for Religious Beliefs

The County respects the religious beliefs and practices of all employees and, upon written request, will make accommodations that are reasonable (accommodations that do not create an undue hardship on the County's business operations), as required by law.

Requesting a Religious Accommodation

Employees who seek a religious accommodation must submit a written request for the accommodation to Human Resources. The written request should include the type of religious conflict that exists and the requested accommodation. Human Resources will respond to the employee's request within a reasonable time.

3.04 Americans with Disabilities Act

The County is committed to complying with the Americans with Disabilities Act (ADA) and its amendments and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA and its amendments make it unlawful for an employer to discriminate against qualified applicants or employees with a disability.

The County will accommodate qualified applicants or employees with disabilities to enable them to perform the essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the County.

This policy is neither exhaustive nor exclusive. The County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Definitions

Qualified employees and applicants with disabilities are employees or applicants with disabilities who can perform the essential functions of the position they are pursuing or currently hold with or without reasonable accommodation.

Employees and applicants with disabilities are persons whose impairments substantially limit one (1) or more of their major life activities (e.g., walking or hearing), who have a history of such impairments, or who are regarded as having such impairments.

Reasonable accommodations are modifications to work environment or schedule that allow applicants or employees to perform the essential functions of the position they pursue or currently hold, that do not create an undue hardship for the County.

Requesting an Accommodation

An employee with a disability in need of an accommodation must complete an *accommodation request form*. The accommodation request form includes a section for medical documentation from the employee's healthcare provider. The accommodation request form is available online, or a paper copy can be requested from Human Resources.

Upon submission of medical documentation presenting a disability, the County will engage with the employee and their healthcare provider to identify reasonable accommodations for the employee.

Medical information obtained by the County regarding applicants or employees is maintained in a separate file and disclosed only in accordance with the ADA and its amendments, as well as applicable federal and Ohio laws. The County may be required to release this information under Ohio Public Records laws or subpoenas.

3.05 Reporting Harassment, Discrimination, or Retaliation

Employees who believe they are the victim of harassment, discrimination or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding harassment, discrimination or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential harassment, discrimination or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of harassment, discrimination or retaliation involving employees or others to Human Resources. Classified employees may appeal retaliatory adverse employment actions to the Personnel Review Commission.

Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of information about a harassment, discrimination, or retaliation report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action. Employees, however, are not prohibited from cooperating with county or law enforcement officials as part of an ongoing investigation, nor are employees prohibited from exercising their whistleblower rights under the county ethics code or general law.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

3.06 Prohibited Retaliation

The County strictly prohibits retaliation against any individual who:

- Reports discrimination or harassment
- Cooperates with an investigation of reported discrimination or harassment
- Complains about discrimination or harassment
- Threatens to report discrimination or harassment
- Refuses to obey a directive the employee reasonably believes to be discriminatory
- Pickets in opposition to discrimination
- Requests a reasonable accommodation based on a religion or disability

Retaliation includes, but is not limited to:

- Any negative employment action, such as termination, refuse to hire, or denial or promotion
- Other actions impacting employment such as threats, unjustified negative evaluations, unjustified negative references or increased surveillance
- Any other action, such as assault or unfounded civil or criminal charges likely to deter a reasonable person from pursuing their rights

Any individual who experiences prohibited retaliation should immediately report the issue using the procedures outlined in section 3.05.

4 ETHICS AND SUNSHINE LAWS

4.01 Code of Ethics

All employees are required to demonstrate a high standard of ethical conduct. New employees are required to complete ethics training within the first thirty (30) days of their employment. All employees are required to complete ethics training annually. The County has an Ethics Code, which is administered by the Agency of the Inspector General. The Ethics Code can be found in Title 4 of the County Code.

4.02 Sunshine Laws and Records

Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give members of the public access to government meetings and records. The County has also adopted, by ordinance, a public records policy. Employees should be aware that their work, including emails, voicemails, and other written communications may be open to public inspection, and that their work must be preserved for public inspection consistent with the county's records retention policies,

Each department has a public records policy and a public records manager. Departments also have records retention schedules, which list what records the department keeps, and for how long. Employees must comply with the law and their department's policies regarding records. Employees should consult with their supervisor or public records manager for assistance. The County's public records policy can be found in Chapter 106 of the Cuyahoga County Code (code.cuyahogacounty.us) and the State public records law can be located in the Ohio Attorney General's Sunshine Law Manual. (www.ohioattorneygeneral.gov/Sunshine)

Privacy Expectations

Employees do not have a right, nor should they have an expectation, of privacy while using any County electronic equipment. Records created by an employee when using County electronic equipment (including emails, Internet usage history, etc.) may be released to the public, consistent with state law.

5 TALENT MANAGEMENT

5.01 Filling of Job Vacancies

The County encourages employees to apply for new and vacant positions as they become available. The County is committed to fairly evaluating its employees' qualifications against external candidates' qualifications and selecting the best qualified candidate for the position. The County considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. Job vacancies are typically filled as a new hire, promotion, lateral transfer, demotion or a temporary work level (TWL) assignment. In each, the employee must meet the minimum requirements of the job.

- A **new hire** is when a job candidate who does not currently work at the County is hired to fill a vacant, or soon to be vacant position.
- A **promotion** is when an employee moves from one classification or job to another classification or job in a higher pay grade.
- A **lateral transfer** is when an employee moves from one classification or job to another classification or job in the same pay grade.
- A **demotion** is when an employee moves from one classification or job to another classification or job in a lower pay grade.
- A **temporary working level (TWL)** is when an employee is temporarily assigned duties of a position with a higher pay grade for a minimum of a two (2) week period, but not to exceed one (1) year. TWLs are described in section 9.05.

Job Announcement Postings

Job announcements are posted on the Human Resources website and may also be posted on designated bulletin boards throughout the County. They may also be posted on other organizational and recruiting websites, and/or sent to various external recruitment agencies, advertised in newspapers or other media when applicable. These announcements summarize minimum qualifications, and key job duties of the position being filled, but may not be all inclusive. Announcements will also include information about any required civil service testing.

Application Process

Non-employees apply for posted vacancies through the Human Resources website. The website allows applicants to view current vacancies, create a profile and apply for one or more vacancies.

All job openings will be posted on the Human Resources website. Certain posted vacancies are for current employees only, but all openings will be posted publicly. Any restriction on who can apply will be noted on the posting.

Vacancies for positions covered under a CBA will follow the application process outlined in the CBA.

Selection Process

Classified Positions

The Personnel Review Commission screens applicants for minimum qualifications, conducts civil service examinations, and certifies eligibility lists to the hiring managers. For internal promotions, Human Resources may conduct a screening process and determine candidates to interview utilizing an alternative process approved by the Personnel Review Commission.

Human Resources may conduct additional screenings, which may include, but are not limited to, physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected applicants from the eligibility list. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Unclassified Positions

Human Resources screens resumes and applications for minimum qualifications and refers qualified applicants' information to the hiring manager.

Human Resources may conduct additional screenings, which could include physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected qualified candidates. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Certain unclassified positions are appointed directly by elected officials (e.g., the County Executive and County Council), and these positions may be filled through a separate process managed by the elected official, in consultation with Human Resources.

5.02 Background Checks

The County conducts appropriate background checks on applicants who have received a conditional offer of employment, employees, trainees, paid and unpaid interns/co-ops/fellows, volunteers, and appropriate non-employees performing work on County premises or otherwise on behalf of the County as permitted or required by law.

The County may perform the following background checks, in compliance with relevant laws, including but not limited to:

- Personal Background
- Criminal Background
- Financial Background
- Work History Background
- Educational History Background
- Other Backgrounds as required

Pursuant to County Code, the County does not ask applicants about their criminal background as part of the application process, except as permitted by law. The County may ask applicants who have received a conditional offer of employment about their criminal background. When evaluating an applicant or employee with criminal convictions, the County will consider the nature of the offense, the length of time since conviction, the relationship between the conviction and the duties and responsibilities of the position, and any positive changes demonstrated since the conviction.

5.03 Newly Hired Employees

Orientation

The County provides an orientation process, facilitated by Human Resources, to prepare newly hired individuals to succeed as County employees. All new employees will receive orientation during their first year of employment. This will assist new employees in learning about the County and understanding the County's core values, mission, vision and goals.

During the orientation process, new employees will submit all new-hire paperwork and receive relevant information that will assist them in making a smooth and effective transition to the County. As part of the orientation process, Human Resources provides a new hire orientation meeting to new employees. New hire orientation meetings are typically completed within the first thirty (30) days of employment.

Identification Badge

Upon hire, employees receive an identification badge from the County at no cost. Employees are required to visibly wear their identification badges while on County property, and/or while performing County business. Employees must notify their supervisor as soon as practical if their identification badge is lost, stolen, damaged or stops working. The employee or supervisor can submit a *request for ID badge replacement form* to ID Card Services to have a new identification badge issued. The request for ID badge replacement form is available from ID Card Services.

Employees may be charged a replacement fee if their badge is lost, stolen, damaged, or stops working. The County may waive the replacement fee for inoperable identification badges. The County may collect and issue, at no cost, a new identification badge to an employee who transfers departments. Employees must return to their identification badge to their supervisor or Human Resources upon end of employment.

Probation Period

The employee probation period is a time devoted to the development and evaluation of the employee in their new position with the County. All full-time and part-time employees that are newly hired, transferred, promoted or demoted shall be subject to an initial probation period of one hundred eighty (180) calendar days, beginning the first day of their assignment.

No appointment is final until the employee satisfactorily completes their probation period. An employee may be removed or displaced at any time for failure to successfully complete their probation period or for any other lawful reason. The removal or displacement of an employee in their probation period is not subject to appeal. The Director of Human Resources may extend an employee's probation period to allow additional time to review the employee's performance, up to a maximum of one (1) year. Neither days spent on any unpaid leave of absence, nor days spent on a paid leave of absence for more than five (5) consecutive working days will be counted towards the probation period. Probationary periods and related requirements for bargaining employees are set forth in each applicable CBA.

6 GENERAL EMPLOYMENT PRACTICES

County employees are expected to perform their jobs and to conduct themselves in a professional manner in a way that advances the goals of the County and boosts public confidence in County government. County employees must exercise the required care for the safety and security of persons and property. County employees must refrain from any behavior which might be harmful to the County's interests, or conflict with County policy. For this reason, the County is committed to selecting individuals for employment who are committed to achieving and supporting the goals and objectives of the County.

It is the desire of County government that all employees have a successful and rewarding tenure and maximize their potential both personally and professionally. Identifying strengths and areas of needed improvement help to prepare employees for promotional opportunities.

6.01 Employment Status

The employment status of County employees includes full-time, part-time benefits eligible, part-time non-benefits eligible, and temporary. As defined in the Fair Labor Standards Act (FLSA), employees are overtime non-exempt or exempt. Per the Ohio Revised Code, non-bargaining County employees are also designated as classified in the civil service or unclassified. For the purposes of this handbook, elected County officials are not considered employees of the County.

Full-Time

Full-time employment is defined as scheduled to work a yearly average number of hours greater than or equal to forty (40) per workweek. Full-time employment is generally based on a pre-arranged schedule and full-time status is indicated during an initial job offer or change in employment status. Full-time employees are eligible for benefits (see section 10).

Part-Time Benefits-Eligible

Part-time benefits-eligible employment is defined as scheduled to work a yearly average number of hours less than forty (40) per workweek and up to and including thirty-nine (39) per work week but not less than thirty (30) hours per workweek. Part-time benefit-eligible employees are eligible for certain benefits (see section 10).

Part-Time Not Benefits-Eligible

Part-time employment that is not benefits-eligible is defined as working a yearly average number of hours fewer than thirty (30) hours per workweek and are not eligible for healthcare benefits.

Temporary Employment

Temporary employment is defined as employment for a specified project or time frame, not to exceed one hundred eighty (180) continuous days. Temporary employment may be designated as part-time or full-time. Temporary employees are not eligible for benefits.

Exempt or Non-Exempt

The Fair Labor Standards Act (FLSA) and its amendments provide rules to determine whether a position is designated as exempt or non-exempt. Non-exempt employees receive overtime pay or compensatory

time off calculated at time and one-half (1.5) their regular rates for hours worked more than forty (40) in a workweek (see section 9.06). Exempt employees do not receive overtime pay (i.e., time and one-half) but may, in extraordinary circumstances, receive exchange time or straight pay for hours worked more than forty (40) in a workweek (see section 9.07)

Classified or Unclassified

Classified positions are subject to the civil service provisions of the Ohio Revised Code, the Ohio Administrative Code, the County Charter and the County Code. Classified employees may file appeals with the Personnel Review Commission (PRC) if they feel their civil service protections have been violated.

Unclassified positions are exempt from civil service examination and are not subject to civil service protections. Unclassified employees are at will employees and serve at the pleasure of the County.

Bargaining or Non-bargaining

A position is considered bargaining if it is covered under a CBA. Non-bargaining positions are not covered under a CBA. The terms and conditions of a CBA supersede this handbook on any subject covered by the CBA.

6.02 Job Descriptions

Classified Positions

The PRC maintains the County's class plan. Each classified position has a classification specification that describes the classification's function, distinguishing characteristics, essential job functions, and minimum requirements. All classification plan change requests must be made to the PRC by completing a *non-bargaining classification plan revision request form*, found in the PRC's website. Departments are responsible for communicating any proposed job function changes, in advance of any change to employees' duties, to the PRC. Classification specifications are located on the PRC's website, and can be requested from Human Resources or the PRC.

Unclassified Positions

Human Resources maintains job descriptions for unclassified positions. Job descriptions consist of essential job functions, including job duties, responsibilities and requirements. Job descriptions will be updated when substantial changes are made.

Departments are responsible for communicating any proposed job description changes for unclassified positions, in advance, to Human Resources. Human Resources will work with the supervisor and others to ensure suggested changes are appropriately incorporated.

Employees who believe their job has significantly changed should notify their supervisor and Human Resources for a position audit (see section 6.03). Unclassified job descriptions can be requested from Human Resources.

6.03 Position Audit

A position audit is a formal process to evaluate whether an employee performs job duties substantially different from his or her job description or classification. An employee who believes their position is incorrectly classified can request a position audit. Human Resources will request information from the employee, the employee's supervisor and the department director regarding the employee's current duties and responsibilities to determine if the employee's position is appropriately classified. After reviewing all available information, Human Resources will determine whether the employee's position is properly classified. An employee who disagrees with Human Resources' determination can file an appeal with the PRC in accordance with the PRC's Administrative Rules.

Position audits are fully described in Section 303.01 of the County Code. Employees who wish to request a position audit should contact Human Resources.

6.04 Direct Deposit of Pay and Payroll Deductions

Employees are paid bi-weekly and must participate in the County's Direct Deposit program. A *direct deposit form* must be completed as part of the employee's new hire paperwork or when the employee experiences any changes to their applicable financial account. Employees are responsible for notifying Human Resources if their direct deposit bank(s) and/or account(s) change. Any questions regarding direct deposit or deductions should be directed to Human Resources.

Human Resources publishes an annual payroll calendar that notes each pay day. The payroll calendar is available online or by contacting Human Resources.

Various payroll deductions will be taken out of each employee paycheck. These deductions fall into two (2) categories, mandatory and voluntary.

- **Mandatory Deductions.** Mandatory payroll deductions are mandated by statute. They include federal, state, city and school district taxes, OPERS contributions, support orders, ~~union dues/fair share fees~~, Medicare, bankruptcy, garnishments and other applicable obligations.
- **Voluntary Deductions.** Voluntary payroll deductions are authorized by the employee. These include health, accident, ~~charitable contributions~~, disability and life insurance, ~~charitable contributions, optional~~ retirement plans, flexible spending accounts, credit union deductions, parking and transit costs and union dues.

Deductions can be pre-tax or post-tax depending on the nature of the deduction.

6.05 Timekeeping

The County must comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of an employee's work hours and that employees are paid in a timely manner, employees and their supervisor are required to maintain accurate time and attendance records. Attendance or use of leave should be recorded daily for non-exempt personnel or within the actual pay period for exempt employees.

Time entry for non-exempt employees must be completed daily and accurately by employees. After reviewing and resolving any discrepancies, the supervisor (or department designee) must approve the number of hours worked or on leave in the County's timekeeping system.

Time entry for exempt employees must be completed within the actual pay period. After reviewing and resolving any discrepancies, supervisors (or department designee) must approve the number of hours to be paid for time worked or on approved paid or unpaid leave in the County's timekeeping system.

All employees are expected to provide accurate information regarding time and attendance. Falsification is an act of misconduct and considered a violation of the County's policy and procedural guideline and may be subject to disciplinary action.

6.06 Standard Workweek and Hours

The normal workweek for full-time County employees is five (5) days per week, usually Monday through Friday. The normal workday is from 8:30 a.m. to 4:30 p.m. The normal workweek and hours of work may vary based on operational needs, and/or in the case of 7-day/24-hour-a-day operations or in situations covered by a CBA.

Lunch and Breaks

Employees shall be allowed a one (1) hour paid lunch period. To qualify for the paid lunch period, employees must work a minimum of five and one half (5.5) hours inclusive of the lunch period. In addition, County employees may receive two paid breaks of up to fifteen (15) minutes in duration. All breaks and lunch periods are to be scheduled by the employee's immediate supervisor based on the operational needs of their unit and in accordance with the following provisions:

- one break may be taken in the first half of the work day and one may be taken in the second half of the work day
- breaks shall not abut the end or beginning of the lunch period
- breaks and lunch periods cannot be used to make-up tardiness or quitting early. For example, an employee who is scheduled to end their day at 4:30 may not leave for the day at 3:30 p.m. and take their lunch from 3:30 to 4:30 p.m.
- an employee must return to work after a lunch period for that period to be considered a lunch period. For example, an employee may not take their lunch period from 12 p.m. to 1 p.m. and then take sick leave from 1 p.m. until the end of the day. The employee will be required to use their own leave time to cover the period from 12 p.m. to 1 p.m. If, however, the employee only used sick leave from 1 p.m. until 2 p.m. and returned to work for the remainder of the day, the 12 p.m. to 1 p.m. period would be considered a proper lunch period.

6.07 Flexible Work Schedules

To meet challenges and provide options for work-life balance, a department director may grant flexible work schedules for individual employees, departments, divisions within departments, or other offices or agencies. These variations must allow for operational needs to be met, may not alter the total number of hours worked in a workweek and must be approved by the employee's supervisor and department director. The County recognizes three (3) types of flexible work schedules:

- **Alternative Start/End Time.** A department director may grant an alternative start/end time that enables employees to start earlier or later than the designated start time, then work an eight (8) hour workday.
- **Daily Flexible Schedule.** A department director may grant a daily flexible schedule that enables employees to come to work early and go home early, arrive to work late and stay late, or take extra time at lunch that is made up by arriving to work early or staying late. Employees who work daily flexible schedules are required to work within their agency/department's core operational hours.
- **Compressed Work Week.** A compressed work week enables employees to work a four (4) day work week, ten (10) hours each day. Where practical, directors and managers are strongly encouraged to implement compressed work week schedules to realize operational cost savings, improve public access to county services, and/or improve employee quality of life.

Employees wishing to work flexible work schedules must make their request to their supervisor. Supervisors must complete an operational analysis to determine the feasibility of the request and meet with Human Resources before final approval.

Employees who work a flexible schedule greater than eight (8) hours per day will receive a maximum of eight (8) hours of pay for each recognized holiday. If the holiday falls on a regularly scheduled workday, employees may, at the discretion of the supervisor, make up the additional time or use vacation time to account for the difference in hours.

If the recognized holiday does not fall on a regularly scheduled workday, eligible employees who work a flexible schedule, will be given eight (8) hours of time off at their normal rate of pay.

A floating holiday example would include: employees who work a Tuesday–Saturday schedule, missing a Monday holiday; therefore, employees may take an approved floating holiday.

Working a flexible work schedule is a privilege, not an employee right. Flexible work schedules are not appropriate for all job situations. A flexible work schedule can be rescinded with at least five (5) business days' notice to the employee.

6.08 Voluntary Reduced Work Schedules

Management, in consultation with Human Resources, may authorize or revoke authority for employees to participate in a voluntary reduced work schedule. Eligibility for benefits could be affected. Exempt employees who participate in a voluntary work reduction program shall not be eligible to accumulate exchange time.

6.09 Telecommuting

The county does not permit permanent telecommuting arrangements. Employees may, however, be permitted to work out of the office on a temporary or occasional basis for dependent care, inclement weather, illness, disability, or caring for an ill family member, when doing so would not adversely impact county operations. Each department director, in consultation with Human Resources, may determine whether an employee may work out of the office on a temporary or occasional basis for one of these reasons on a case-by-case basis. Any temporary or occasional telecommuting arrangements shall not extend beyond the existence of the underlying need for such arrangement, and in no case shall such arrangement extend beyond 90 calendar days without approval from the County Executive or ultimate appointing authority. Employees working out of the office are required to truthfully and accurately report their time. Supervisors of employees working out of the office are responsible for ensuring such work arrangements are not abused. Falsification of time and attendance records may result in discipline. If an employee's temporary work arrangement is insufficient to meet county business needs, the employee may be required to return to working in the office or to use applicable leave time. The Department of Human Resources shall consult with the County's Risk Management Division to ensure out-of-office work arrangements do not expose the county to unduly high workers' compensation claims or other liability.

6.10 Performance Management

The County strives to help employees understand the impact their contributions have on organizational goals and provide opportunities for professional growth. To achieve this goal, the County has established a performance management program that culminates in a performance review. The performance management process is ongoing as the County plans, manages, reviews, and recognizes good performance.

An effective performance management system is designed to:

- ensure employees have a clear understanding of work expectations
- provide ongoing feedback to employees regarding their performance relative to expectations
- identify development opportunities
- address performance that does not meet expectations

A comprehensive performance management system empowers employees to have greater input into their personal career progression and enables supervisors to better identify and recognize performance based upon a set of criteria.

The County's performance management process consists of a three-phase cycle: planning, managing and reviewing.

- **Planning Phase.** In this phase, individual goals and objectives are set for the performance period. SMART (specific, measurable, achievable, relevant, and time based) goals increase employee motivation and commitment to goal attainment, leading to greater performance and productivity.
- **Managing Phase.** In this phase, through formal and informal conversations, the parties discuss progress towards the successful completion of goals and expectations. Regular communication between the supervisor and employee is critical during this part of the performance management cycle. Discussion enables the supervisor to provide timely feedback and coaching as the year unfolds. It is important for supervisors and employees to keep track of key performance highlights and challenges that occur during the performance period. These notes will assist employees and supervisors during subsequent conversations and when it is time to prepare the performance review.
- **Reviewing Phase.** After the evaluation cycle, the supervisor meets with the employee to conduct a performance review. If SMART goals have been set (planning phase) and ongoing communication/feedback has taken place (managing phase), the overall outcome of the annual review should come as no surprise to the employee. The employee may provide written comments relevant to the performance review on the form within five (5) workdays after receiving it. The employee will acknowledge receipt of the performance review on the form. An employee's acknowledgement of receipt does not indicate agreement with its contents.

6.11 Corrective Action/Performance Improvement

The County has adopted a corrective action process to help employees understand that performance concerns or opportunities for improvement exist, to clarify management's expectations and to prevent a recurrence of unsatisfactory behavior and/or performance concerns.

Documented Counseling

Documented counseling involves a meeting between supervisor and employee, whereby the employee is informed of the inappropriate conduct and of any corrective action that may be necessary. The supervisor shall complete, sign, and date a documented counseling form. The supervisor shall indicate on the form the date when the employee received the form. The supervisor shall retain the original and the employee shall receive a copy of the form.

Performance Improvement Plan

It is the County's desire that each employee performs at an optimal level. If performance is below an acceptable level, the supervisor may decide that a Performance Improvement Plan (PIP) is necessary. The supervisor will document a description of the performance problem, corrective action to be taken by the employee and how the employee's performance will be measured, along with target dates for improvement. The supervisor shall consult with Human Resources on the development of a PIP.

The supervisor will meet with the employee to implement the PIP. If the employee's performance continues to fall below expectations, the County may choose to modify the PIP, conduct a Pre-Disciplinary Conference to determine the appropriate discipline, or otherwise address the deficiency, up to and including removal.

Mandatory Referral to Employee Assistance Program

Human Resources may require an employee to seek assistance through the County's Employee Assistance Program (EAP) to identify and resolve issues that may be interfering with job performance. Supervisors may initiate a mandatory EAP referral by contacting Human Resources. A referred employee's attendance, motivation level, and willingness to follow recommendations will be reported back to County management by the EAP administrator.

6.12 End of Employment

The County strives to build long-term mutually beneficial relationships with its employees and wishes future success to employees who exit employment.

Resignation

Employees may resign from employment with the County by providing written notice to Human Resources or their supervisor. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of resignation after acceptance unless Human Resources, in conjunction with the employee's department director, approves the request to rescind in writing. Employees are requested, when possible, to provide at least fourteen (14) calendar days advance written notice of their intention to resign.

Retirement

Employees may retire from County service by submitting the appropriate forms to the Ohio Public Employees Retirement System (OPERS) and providing written notice to Human Resources. Forms may be found on the OPERS website: www.OPERS.org or by contacting Human Resources. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of retirement after acceptance unless Human Resources, in conjunction with the employee's department director, accepts the employee's request to rescind. Employees are requested, when possible, to provide fourteen (14) calendar days advance written notice of their intention to retire.

Disability Separation

An employee who is unable to perform the essential job functions of their position due to a disabling illness, injury or condition, and has exhausted all paid sick leave and applicable unpaid leave, may be disability separated in accordance with the ADA and other applicable law. A disability separation may be voluntary or involuntary. The County may require the employee to submit to a medical or psychological fitness for duty examination with a physician chosen by the County for determining whether the employee can perform the essential job functions of their position, with or without reasonable accommodation.

Voluntary Disability Separation

A disability separation is voluntary when an employee requests to separate. The County may grant an employee's request for voluntary disability separation or may require the employee to submit to a medical or psychological examination. If the examination supports the employee's request, the County shall grant the employee's request for voluntary disability separation. If the medical examination does not support the employee's request, the County shall not approve the employee's request for voluntary disability separation.

An employee who is granted a voluntary disability separation shall retain the right to be reinstated to their position for two (2) years from the date that the employee is no longer in active work status.

Involuntary Disability Separation

A disability separation is involuntary when there is a dispute between the County and the employee regarding the employee's ability to perform the essential functions of their position, with or without reasonable accommodation. The County must have medical evidence of an employee's disabling illness, injury or condition that documents the employee's inability to perform one or more essential functions of their position. The County will schedule a pre-separation hearing and the employee shall be provided with written notice at least seventy-two (72) hours in advance. If the employee does not waive their right to the hearing in writing, the employee has the right to examine the County's evidence of disability, rebut that evidence, and present testimony and evidence on their own behalf at the hearing. If the County determines, after weighing the testimony and evidence admitted, that the employee is unable to perform one or more essential functions of their position, with or without reasonable accommodation, then the County shall separate the employee. Unless otherwise specified in the employee's CBA, an involuntarily disability separated employee shall have the right to appeal to the Personnel Review Commission (PRC) by following the PRC Administrative Rules.

Reinstatement from Disability Separation

An employee on disability separation for less than two (2) years may make a written request to the County for reinstatement accompanied by credible medical evidence that the employee can perform the essential functions of their position, with or without reasonable accommodation. A request cannot be made less than three (3) months from the date the employee was no longer in active work status. Upon receipt of this evidence, the County shall either reinstate the employee or require the employee to submit to a medical or psychological fitness for duty examination to determine whether the employee can perform the essential functions of their position, with or without reasonable accommodation. The County shall notify the employee of its decision to approve or deny the reinstatement request no later than sixty (60) calendar days after it receives the employee's written request. If the County determines that the employee is unable to perform one or more of the essential functions of the position, with or without reasonable accommodation, the County will schedule a hearing and provide the employee written notice at least seventy-two (72) hours in advance. If the employee does not waive the right to the hearing, the employee has a right to examine the County's evidence of continuing disability, rebut that evidence, and to present testimony and evidence on their own behalf. If the County then finds the employee incapable of performing one or more of the essential functions of their position, with or without reasonable accommodation, the employee will be notified of this decision in writing and shall have the right to appeal to the PRC by following the PRC Administrative Rules. The employee shall not make subsequent requests for reinstatement more than once every three (3) months from the date the employee is notified of a reinstatement denial. If the County determines that the employee is to be reinstated, the employee will be assigned to a position in the classification the employee held at the time of disability separation if a position is available. If that classification no longer exists or is no longer utilized by the County, or if there is no available position, the County shall endeavor to place the employee in a similar classification. If no vacancy in a similar classification exists, or if the employee no longer meets the minimum qualifications, the employee may be laid off.

Disability Retirement

Employees who are unable to perform the essential duties of their position, with or without reasonable accommodation, due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. Employees seeking reinstatement from a disability retirement pursuant to applicable state law shall be required to submit appropriate documentation of their ability to work and may be required to submit to an examination to determine whether they can perform essential functions of their position, with or without reasonable accommodation.

Layoff

Whenever the County determines that it is necessary or advisable to reduce its workforce, the County shall lay off employees or abolish their positions in accordance with the County Code and any applicable provisions of the Ohio Revised and Administrative Codes. Affected employees will be provided with information related to order of layoff, displacement rights, reinstatement rights, job placement services through existing state and county workforce programs, and other information related to the layoff process (e.g., unemployment).

Bargaining employees should refer to their CBA for information regarding layoffs.

Disciplinary Removal

Employees may be subject to involuntary separation based on disciplinary action as described in this handbook or their CBA.

Employee Separation Appeal

Classified employees who are involuntarily separated may appeal their separation to the PRC by following the PRC Administrative Rules. Bargaining employees who are involuntarily separated may appeal their separation based on the terms outlined in their CBA.

Final Paycheck

Upon separation of employment, compensation for accrued vacation leave and compensatory time will be included in the last paycheck or may be included in a separate check (provided that all County property i.e. laptop, keys, have been returned). There is no compensation for unused sick leave ~~or exchange time~~ except upon retirement. An employee with ten (10) or more years of service may receive payment for one-fourth (1/4) the value of accrued, unused sick leave, not to exceed 240 hours (30 days).

6.13 ~~Delayed Openings/Early Closing~~ Inclement Weather, Emergencies or Events Impacting Operations

Emergency ~~Delayed Openings/Early Closing~~ Suspension of Operations

As a general practice, the County does not interrupt normal business hours or close buildings unless the health, safety and/or security of County employees are threatened. ~~In addition, from time to time t~~The County may close buildings, delay opening, suspend operations or release employees early because of an emergency such as power failure, hazardous weather conditions, acts of God, or similar situations. These situations may necessitate the suspension of operations, closing of buildings, delayed opening or early closing of multiple buildings and/or ceasing all work activities.

Certain jobs are considered essential during an emergency and require designated personnel to be present for work. Employees should consult with their supervisor or department director to determine if they are considered an essential employee.

Notification

In the event of an emergency, the County Executive, or their designee, will be responsible for initiating emergency operating procedures, delayed opening or early closing procedures.

If the County Executive decides to suspend operations, close County buildings, decision to delay opening or close building(s) early ~~close more than one (1) County site has been made~~, the County's Department of Communications is responsible for initiating general notification to County employees and the public. ~~Other designees, including the County Executive, department directors and Human Resources, may also disseminate the notification. The information may also be disseminated by other authorized sources.~~

Employee notifications can occur in multiple ways, for example:

- contact by a County official
- local media, including local radio, television stations and their corresponding websites
- The County's Internet home page at www.cuyahogacounty.us and/or intranet site
- Notification from "ReadyNotify." Employees are encouraged to register with ReadyNotify (<https://ready.cuyahogacounty.us>) to receive all emergency notifications
- posting on an official County social media platform

Employees are encouraged to listen to local radio and watch for television announcements during periods of adverse weather or states of emergency to determine the status of their facilities. In addition, employees can also call the County main emergency message number, (216) 443-7000, and listen to a recorded message.

Employees ~~Operating Working During~~ ~~Delayed Openings/Early Closings~~ Suspended Operations

The County may require employees to work during emergencies or when operations are suspended, delayed openings or early closing. Department directors are responsible for identifying, designating and

notifying employees responsible for carrying out critical functions who are expected to report to work in the event of an emergency or suspended operations. ~~a delayed opening or early closing.~~

Pay Provisions During Suspended Operations Delayed Openings/Early Closings

~~Non-exempt e~~Employees will be notified not to report to work or employees who are at work when an emergency or suspended operations are delayed opening or early closing is declared may be sent home and will be paid for the balance of their scheduled hours. ~~Exempt employees will receive their regular pay for the day.~~ Employees who are required to work may receive hour-for-hour Compensatory Time or Exchange Time for hours worked during their regularly scheduled shift depending upon their FLSA status, in addition to their regular pay.

Employees on approved leave (e.g., vacation, sick, personal day, etc.) will be charged according to their leave arrangements.

The County reserves the right to determine pay provisions based on the circumstances. Factors that may be considered include, but are not limited to, notice to employees not to report and duration of the emergency.

Non-Emergency Delayed Openings/Early Closings/Suspension of Operations

The County Executive may authorize the delayed opening, ~~or~~ early closure or suspension of operations of one (1) or more buildings or offices for any reason deemed appropriate. In the event of an authorized non-emergency delayed opening, ~~or~~ early closure or suspension of operations, the provisions regarding notification, essential employees working, and pay provisions during an ~~for~~ emergency ~~delayed openings or early closures~~ shall apply.

7 STANDARDS OF CONDUCT

7.01 Anti-Harassment and Anti-Bullying

The County is committed to providing a workplace free from harassment, including sexual harassment and bullying. Conduct that unreasonably interferes with an individual's work performance, that creates an intimidating, offensive or hostile work environment, and/or adversely affects employment opportunities is strictly prohibited.

An employee who is found to have harassed or bullied an employee, or anyone engaged in County business, or anyone on County property, may be subject to corrective action (see section 6.11), disciplinary action (see section 7.07), training, mediation, or transfer. This includes any employee who interferes with the resolution of a complaint, retaliates against an individual for filing a complaint, or knowingly files an unfounded or fraudulent complaint intended to cause harm.

Harassment and bullying can be intentional or unintentional. It is the impact of the employee's actions, not intent, that determines if harassment or bullying occurred.

Definitions

Workplace Harassment is any unwelcome verbal, written or physical conduct that demeans or shows hostility, or aversion, toward an individual, or their relatives, friends or associates, because of their race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, and political affiliation, or on the basis of association with an individual that falls into a protected category of the County's equal opportunity policy, which can reasonably be considered to adversely affect the work environment.

Such harassing conduct may include, but is not limited to:

- Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile comments or acts
- Written or graphic material which demeans or shows hostility or aversion toward an individual or group

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, from one of the opposite sex, or from one of the same sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment

- Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance, or is so pervasive or severe that it creates an intimidating, hostile or offensive environment

The terms "intimidating," "hostile" and "offensive" are interpreted according to legal standards generally from the viewpoint of a reasonable person in similar circumstances as the complaining party.

Examples of sexual harassment include, but are not limited to:

- unwanted sexual advances
- demands for sexual favors in exchange for favorable treatment or continued employment
- repeated sexual jokes, flirtations, advances or propositions
- verbal abuse of a sexual nature (e.g., graphic comments about a person's body or sexual prowess)
- whistling or leering
- touching, pinching, or assault
- coerced sexual acts
- suggestive insulting, obscene comments or gestures
- displaying sexually suggestive objects, pictures or written material in the workplace

Bullying is egregious or repeated inappropriate behavior, intentional or unintentional, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons toward a co-worker or anyone engaged in County business, on County property and/or that could reasonably be expected to impact the workplace.

The County considers the following types of behavior examples of bullying (this list is not all inclusive):

- **Verbal or Written:** slandering, ridiculing or maligning a person or their family; persistent name calling that a reasonable person would consider hurtful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.
- **Physical:** pushing; shoving; kicking; poking; tripping; assault, or threat of assault; damage to a person's work area or property.
- **Non-Verbal Acts:** non-verbal threatening acts which a reasonable person would consider threatening.
- **Cyber:** the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Prohibited Retaliation

Any form of retaliation against those who bring forward complaints or perceived violations of this administrative guideline, or against those who oppose discrimination or harassment or participate in an investigation of a complaint, is strictly prohibited. Any action that is perceived to be retaliatory should immediately be reported to Human Resources.

Reporting Workplace Harassment, Sexual Harassment, Bullying, or Retaliation

Employees who believe they are the victim of workplace harassment, sexual harassment, bullying, or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding workplace harassment, sexual harassment, bullying, or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential workplace harassment, sexual harassment, bullying, or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of workplace harassment, sexual harassment, bullying, or retaliation involving employees or others to Human Resources.

Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of facts or opinions and/or spreading of information about a report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

These procedures are not designed or intended to limit the County's authority to discipline or take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment or bullying.

7.02 Resolving Work-Related Concerns

The County strives to maintain a workplace that fosters a productive and harmonious working environment where work-related concerns are managed promptly, impartially and justly.

Minor problems can develop into larger disputes, if they are not dealt with quickly and effectively. It is the County's intent to foster positive and collaborative relationships amongst employees and our customers. The County encourages quick and decisive resolutions to work-related concerns.

An employee with a work-related concern should first attempt to address the concern informally, with their supervisor. If the employee cannot resolve the issue informally with their supervisor, the following process must be used:

- **Step 1:** The employee must bring their concerns to the attention of their supervisor, in writing, for a resolution. Once made aware, the supervisor must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The supervisor's response will be in writing.
- **Step 2:** If the employee believes the situation remains unresolved, the employee must make a written request to their department director or designee outlining the concern, the date when the employee advised their supervisor of the concern, and that the concern remains unresolved. The department director or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The department director or designee's response will be in writing.
- **Step 3:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the Director of Human Resources or designee. The Director of Human Resources or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The Director of Human Resources or designee's response will be in writing.
- **Step 4:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the County Executive or designee. The County Executive or designee's decision is final, and the employee shall be notified in writing.

If employees are uncomfortable, or feel it is inappropriate to address the issue with a level(s) of management identified in this procedure, they may consult directly with Human Resources. An employee who skips one (1) or more steps in this procedure without reasonable cause, as determined by the Director of Human Resources or designee, may be required to complete the skipped step(s) before any further action will be taken regarding the employee's concern.

When this handbook establishes a process for reporting a concern (e.g., for reporting workplace violence, harassment, sexual harassment, discrimination, bullying, or retaliation), employees should follow the procedures for those circumstances. Bargaining employees should consult their CBA regarding the resolution of work-related concerns. Retaliation against an employee for following this process is strictly prohibited. Human Resources may be consulted at any step in this procedure for assistance.

7.03 Employee Dress/Appearance

The County has adopted a business-casual work apparel environment for its employees. Business-casual work apparel is intended to encourage a more relaxed and productive environment at work while at the same time maintaining an atmosphere of neat, well-groomed, business-like appearance among employees. Projecting a positive image of our workplace to our customers, volunteers and fellow employees should be a high priority for all employees.

Employees should exercise reasonable judgement and may consult with their supervisor to determine when professional business attire is necessary for specific work obligations.

Departments may have more specific work-apparel guidelines based on the nature of the work performed (examples include but are not limited to, employees working outside, uniformed employees, etc.).

If a supervisor decides that an employee's dress or appearance is not appropriate as outlined in this procedural guideline, they may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the procedure. An employee who is dressed inappropriately may be sent home to change their clothes and may be subject to disciplinary action. An employee who is sent home shall be placed in unpaid status or may use appropriate leave (e.g., vacation, exchange, or compensatory time) to cover a reasonable amount of time that they are away from the worksite.

Nothing in this guideline is intended to limit an employee's rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire.

7.04 Attendance

Timely and regular attendance is an expectation of performance for all County employees. To ensure appropriate staffing levels, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation they must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate and issue discipline when appropriate. Employees covered under a CBA should refer to their CBA for time and attendance requirements, if applicable.

Punctuality and regular attendance are essential to ensure optimal productivity and customer service. Employees are required to maintain a satisfactory record of attendance. The County recognizes that employees will at times experience illness, or on an occasion be late for work due to unusual circumstances. This policy attempts to acknowledge both management and employee concerns.

Occurrences

An occurrence is defined as an unapproved absence, two (2) tardies or two (2) missed time clock punch-ins/outs. The total number of days or partial days that an employee is unavailable for work due to unapproved absence are considered when applying discipline, as outlined in the table below.

Unapproved Absences

An absence is deemed unapproved when an absence of more than one hour is not covered by an approved leave (e.g., sick, FMLA, vacation, compensatory or exchange time).

Employees will be docked pay for all hours missed due to unapproved absences.

Tardy

An employee is tardy when the following occurs involving periods of one hour or less:

- failure to report to work on time, as scheduled
- taking an extended meal or break period without prior approval

Time Clocks and Failure to Clock Punch-in/out

Employees who use timeclocks are required to follow established guidelines for recording their actual hours worked. A missed clock punch-in/out is a violation of procedural guidelines, as is punching-in/out early or late without prior approval.

Department Notification

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee if they wish to arrive early or leave early from an assigned shift. Incidences of not following departmental notification procedures will be addressed in accordance with the County's progressive discipline guidelines. Please note that no call/no show is defined as AWOL below and treated differently from other notification violations.

The employee must follow their departmental notification procedures when an absence is due to a documented/approved leave of absence (e.g., FMLA, military leave, etc.) to ensure appropriate tracking of leave utilization.

Absence Without Leave (AWOL)

Employees who are absent for three (3) or more consecutively scheduled workdays without prior notification to their supervisor will be AWOL, and may be subject to removal. Supervisors should immediately consult with Human Resources if this situation occurs. A single day of no call/no show is subject to corrective action based on the circumstances of each individual case.

Progressive Discipline for Attendance

An occurrence is documented as a tardy and/or missed time clock punch-in/out. Supervisors and department management staff are responsible for tracking accumulated occurrences and for initiating the discipline process in consultation with Human Resources to ensure consistent application of discipline across the organization.

The following table is a guideline for discipline based on the total number of occurrences. Occurrences will be considered active for discipline purposes using a rolling twelve (12) month period. Occurrences will not be issued for absences that are protected under FMLA, ADA, Workers' Compensation, or legal proceedings leave.

Definition of an Occurrence	Occurrences	Disciplinary Action
An occurrence is equal to any of the following: <ul style="list-style-type: none">▪ 2 tardies▪ 2 missed clock punch-in/outs▪ 1 full or partial day unapproved absence	2	Verbal reprimand
	3	Written reprimand
	5	1-day suspension
	7	3-day suspension
	9	Termination
▪ Day of no call/no show (i.e., without prior notice)	1	1-day suspension
	2	3-day suspension
	3	Termination
▪ AWOL (3 or more consecutive days of no call/no show)	1	Employee subject to removal.

If an employee accumulates several occurrences within a single pay period, the employee may be advanced to the level of discipline called for in these guidelines even if the employee has no prior discipline. For example, an employee with no prior discipline who accumulates five (5) occurrences in a pay period will be issued a one (1) day suspension.

This procedural guideline will be administered in conjunction with the timelines contained in this handbook and the County's CBAs for the expiration of active discipline. For example, if the timeline for the expiration of active discipline is twenty-four (24) months, a verbal reprimand issued under this procedural guideline will remain active for twenty-four (24) months and will be used as the basis of future discipline. If the discipline immediately prior to the one being assessed was less than twenty-four (24) months ago, the next discipline assessed will progress based on that prior discipline, unless the guidelines recommend discipline that is more severe. Examples: 1) If an employee has an active one (1) day suspension for missed clock punch-in/out and then is charged with two occurrences of tardiness, the employee will receive a three (3) day suspension. 2) If a three (3) day suspension has been imposed pursuant to this guideline and remains active, the next discipline will be termination.

7.05 Employee Responsibility for County Property

Employees shall not abuse, neglect, waste or misappropriate County property. All employees are responsible for the proper care of any tools, materials, equipment, vehicles, etc. assigned for the performance of their jobs. No County property shall be used for any purpose other than authorized work-related activities, this includes computers and the Internet. No County property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

In most cases, unless otherwise designated, uniforms, tools and equipment (e.g., County-issued cell phones, pagers, computers, keys, uniforms, identification badges, etc.) must be returned upon separation from employment. As a condition of employment, all employees agree that if the employee does not return County property the replacement cost of the item(s) will be deducted from the employees' salary and leave balance(s) due (except when prohibited by law). If the amount does not cover the costs, the employee will be responsible for paying the difference.

7.06 Notification of Criminal Arrest or Conviction

Any County employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to Human Resources. Examples of crimes that must be reported include, but are not limited to:

- felonies (or being arrested for a crime punishable as a felony)
- a crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

Criminal activity or an undisclosed criminal arrests or convictions may constitute cause for discipline. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.

7.07 Progressive Discipline

The County subscribes to a policy of progressive discipline. Progressive discipline is not intended to be punitive. The goal of progressive discipline is to help the employee recognize and correct unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

Application

When progressive discipline is applied, the County shall examine the totality of the employee's current disciplinary record, including, but not limited to, attendance and tardiness discipline that remains active.

Procedure

Supervisors and managers are responsible for exercising independent judgement to identify and recommend the need for discipline.

When a management representative recommends discipline, they shall consult with Human Resources for guidance and to ensure consistency across the organization. Prior to recommending discipline, supervisors must have investigated and obtained documentation of the alleged conduct.

After a supervisor has recommended discipline, the role of Human Resources is to provide guidance on the level of discipline to be imposed. If the facts of the case may justify a suspension, demotion, or removal, the management representative will complete a request for Pre-Disciplinary Conference (PDC).

The purpose of the PDC is to provide the employee with a final opportunity to present their side of the case and to provide any additional information or documentation that the employee desires to be considered. Human Resources will coordinate the PDC and will provide written notice to the employee and supervisor regarding the date, time, and location of the PDC. Employees shall be provided with the option of waiving the PDC. Employees shall have the right to take an audio or video recording of their PDC.

Depending on the nature of the discipline that is ultimately issued, employees will be notified of discipline by their supervisor or Human Resources.

All disciplinary actions that are imposed shall be filed with Human Resources. Disciplinary actions will remain active for two (2) years for purposes of progressive discipline. The two (2) year period shall be measured backward from the date of the subsequent offense to the date the prior discipline was imposed.

Levels of Disciplinary Action

The County reserves the right to skip one or more levels of progressive discipline depending on the circumstances and/or severity of the offense.

- **Verbal Reprimand:** A verbal reprimand is an articulation of the problem by the supervisor to the employee. A verbal reprimand shall note the date and nature of the problem, as well as specifically state the employee is receiving a verbal reprimand.
- **Written Reprimand:** A written reprimand is formal, written notice by the supervisor to the employee that their conduct is inappropriate, what actions are necessary to correct the misconduct, and the consequences of continued misconduct.
- **Working Suspension:** A working suspension results when an employee is required to report to work to serve a suspension. An employee serving a working suspension shall be compensated at their regular rate of pay for hours worked. The working suspension shall be recorded in the employee's personnel file and has the same effect as a suspension for the purposes of progressive discipline.
- **Suspension:** A suspension is a forced, unpaid leave of absence from employment for one (1) or more days.
- **Demotion:** A demotion is a forced transfer of the employee from one classification or job to another classification or job in a lower pay grade.
- **Removal:** A removal is a forced separation of employment.

A record of any disciplinary action must be made using a form prescribed by Human Resources and will be placed in the employee's personnel file.

At the sole discretion of the Director of Human Resources or designee, an employee may be temporarily placed on paid administrative leave. This may be necessary because the employee's actions indicate that remaining on the job or returning to the job may be detrimental to the employee, co-workers, customers or the County. Employees who are placed on paid administrative leave shall be prepared to return to work each day and may be subject to other requirements determined by Human Resources.

Prohibited Conduct

The County considers the following to be a non-exhaustive list of unsatisfactory conduct that may be considered grounds for progressive disciplinary action:

- Absence from duty without reasonable cause
- Absence without leave
- Being away from assigned work area without permission of supervisor
- Conduct that might endanger the safety of others
- Conduct unbecoming an employee of the County
- Creating a hostile, intimidating or offensive work environment based upon a protected characteristic
- Excessive absenteeism
- Excessive tardiness
- Failure to comply with safety regulations, procedures and/or guidelines
- Failure to cooperate in a workplace investigation
- Failure to follow call in procedures
- Failure to follow the orders of a supervisor
- Failure to properly report work status
- Failure to report known safety hazards
- Failure to wear required safety equipment
- Falsification
- Fighting
- Harassment, discrimination or retaliation against another
- Insubordination
- Intimidation or threats
- Misfeasance, malfeasance or nonfeasance
- Neglect of duty
- Offensive language or conduct toward another
- Poor job performance
- Possession of weapons on County premises without authorization
- Reckless operation and/or misuse of County vehicles and equipment
- Reporting for or being on duty in an unfit condition to work
- Reporting to work under the influence of alcohol and/or drugs
- Sleeping while on duty
- Theft

- Use of or possession of alcohol and/or drugs on County property
- Destruction of County property
- Violation of policies, procedures, rules, regulations, or guidelines

Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- Level of disruption to County business.
- Level of harm to the County's interests.
- Level of damage to the public's trust and confidence in Cuyahoga County government.
- The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.
- Whether the employee's conduct is part of a continuing problem.
- Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- Whether the employee's truthfulness brought into question because of his or her conduct.
- Whether there are extenuating or mitigating circumstances.

Appeals

The Cuyahoga County Charter provides classified non-bargaining employees an appeals process for certain disciplinary action through the Personnel Review Commission (PRC). Details are available on the website of the PRC. Bargaining employees should review their CBA regarding appeals.

8 WORKPLACE SAFETY

8.01 Workplace Violence Prevention

The creation and maintenance of a safe environment for all employees is one of the County's highest priorities. The County's goal is to prevent workplace violence through early intervention and investigation of threats or acts by or against employees while engaged in the performance of their duties.

All employees must make a reasonable effort to recognize potentially violent situations and take the appropriate measures to prevent escalation. All individuals are entitled to a non-threatening environment while on County property, or off County property when serving the County. Therefore, any form of violence, whether actual or perceived, will not be tolerated.

Definition

Workplace violence is defined as any act of aggression or violence or any statement that could be perceived by a reasonable person as an intent or threat to cause harm to a person or to property. Workplace violence can occur on or off County property and includes acts that could reasonably be expected to impact the workplace, including acts committed when an employee is off duty.

Reporting Workplace Violence

Any employee who witnesses or experiences workplace violence must promptly report the incident. All reports will be treated seriously and investigated accordingly. In the event of an imminent danger to themselves, or others, or property, employees should handle the situation as outlined below:

- Immediately call Protective Services at your location or, if direct telephone access is available call 911 to inform them of the incident. Until Protective Services staff or the police arrive, retreat to safety and try to avoid physical confrontation. If the circumstances permit, immediately notify your supervisor or manager of the incident. Do not attempt to take matters into your own hands.
- When the situation is so serious that immediate removal of an employee from property is necessary, the Director of Human Resources may place an employee on immediate paid or unpaid leave and have the employee removed from County property. In this case, the employee's supervisor should contact Human Resources regarding the need for disciplinary action.
- After an incident, any person who witnesses or has knowledge of the incident may be required to provide a statement to the manager or supervisor, describing the event. This is in addition to any statements given to Protective Services and/or local police.

In instances when the situation is not an emergency, employees should report the incident to their supervisor or manager immediately. If employees are not comfortable reporting the matter to a supervisor, reports of workplace violence may be made to Protective Services or Human Resources.

Supervisors and Protective Services staff are required to immediately communicate any complaints of workplace violence (or any acts of workplace violence that they witness or become aware of) to Human Resources.

Human Resources and department management will review each report and determine the appropriate response, which may include further investigation. If Human Resources finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer. Additionally, if appropriate, the investigation findings may be forwarded to the proper authorities for further action, including criminal prosecution.

The County strictly prohibits retaliation against employees who report workplace violence. However, any employee who knowingly makes a false report may be subject to disciplinary action. In addition, nothing in this or any other policy or procedure should be construed as limiting employees' right to contact public safety officials in emergency circumstances.

Weapons

The County strictly prohibits the wearing, transporting, storage, presence or use of dangerous weapons on County property, or while engaged in business with or on behalf of the County, regardless of whether the person is licensed to carry the weapon under Ohio law. This prohibition does not apply to any law enforcement or Protective Services personnel engaging in official duties. Employees who violate this prohibition are subject to disciplinary action.

Employees who observe a person with a dangerous weapon on County property must immediately contact Protective Services.

For purpose of this policy, **County property** is defined as all County-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the County's ownership or control. Furthermore, this procedure applies to all County-owned or leased vehicles. Private vehicles that come onto County property are not included.

For questions regarding whether an item is covered under this prohibition, employees should contact Human Resources. It is the responsibility of every employee to make sure any item in their possession is not prohibited by this prohibition.

8.02 Smoke and Tobacco Free Workplace

To protect the health and safety of County employees and our customers, and to create a cleaner and more sustainable work environment, the County has established a smoke and tobacco free workplace, including owned and leased buildings, grounds, and vehicles.

Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.

- **Smoking** is defined as the use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- **Tobacco use** is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited.
- **E-Cigarette use or vaping** is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems.

Prohibited Conduct

Employees are not permitted to smoke, use tobacco, e-cigarettes, or vape while on County property or while on County time. Employees are permitted to use FDA-approved tobacco/nicotine cessation aids, such as nicotine patches and gum.

Cessation Programs

The County provides access to resources for those who are interested in quitting the use of tobacco products. The County also offers an Employee Assistance Program, or you can contact the Ohio Tobacco Quit Line at 1-800-QUIT NOW.

8.03 Substance-Free Workplace

The County strives for a substance-free workplace to assist in maintaining a safe and productive work environment. To achieve this, the goal is to inform employees of the hazards of substance use, clarify the County's expectations for employees with respect to substance use and the potential consequences of violations of those expectations, and ensure availability of rehabilitative assistance programs to substance users. Because of the importance of maintaining a safe and productive workplace, substance abuse will result in discipline up to and including removal.

Individuals Covered

This guideline applies to all employees. Applicants for employment are subject to pre-employment testing requirements as described in this procedure.

Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.
- **Employee Assistance Program (EAP)** is an employee benefit program intended to help employees address personal problems and/or behavior that may adversely impact work performance, health and well-being. EAP's generally include assessment counseling and referral services for employees and their household members.
- **Last Chance Agreement (LCA)** is an agreement between the County, employees and the employee's union, for bargaining employees, which may be offered to employees found to be in

violation of this policy. If offered, the last chance agreement sets forth behavior or performance the employee agrees to change in exchange for an opportunity for the employee to remain in employment with the County.

- **Legal drug** means any substance, the possession or sale of which is not prohibited by state law, including prescription drugs and over-the-counter drugs.
- **Prohibited drug** means any drug in any detectable amount which is not legally obtainable under state law; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.
- **Reasonable suspicion** means suspicion based on personal observations that the County's representatives can describe concerning employees' appearance, behavior, speech, breath, body odor, and other physical or behavioral indicators of possible drug and/or alcohol use. Reasonable suspicion also may be based, in part, upon the documented observation of change in employees' typical behavior (e.g., excessive absence/tardiness or work performance changes), which suggests the use of drugs and/or alcohol.
- **Refusing to cooperate** means to refuse to sign a consent form, to obstruct the specimen collection process, including any attempt to tamper with the collection or testing process, or to fail to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate will typically result in suspension pending discharge unless the employee promptly establishes a valid medical basis for the failure to provide such specimens.
- **Substance Abuse Professional (SAP)** means a qualified professional, as defined by federal regulation who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver's licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.
- **Under the influence** means that the result of a laboratory's analysis of the employee's urine or blood specimen shows a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any prohibited drug or for a legal drug in violation of the conditions identified in "Prohibited Conduct" (failure by employee to report immediately to their supervisor any duty-related limitations as a result of prescription or over-the-counter medications and employees may not be under the influence of any legal drug while on County time or premises). Employees holding a commercial driver's license will be held to the standard determined by federal or Ohio law or regulations adopted by the U.S. Department of Transportation.

Prohibited Conduct

Behaviors and activities that are strictly prohibited by this guideline include:

- Selling; distributing; transferring; delivering; purchasing; using, possessing, or being under the influence of alcohol or any prohibited drugs or prescription drugs obtained illegally on the County's premises or while on County time or in or on County vehicles or while representing the County in any way.
- Refusing to cooperate with administration of drug/alcohol testing procedures.

- Failure by employees to report immediately to their supervisor any duty-related limitations from prescription or over-the-counter medications they are taking. Prescription or over-the-counter medications that do not impair the employee's safety or job performance or the safety or job performance of others are not required to be reported.
- Employees may not use or be under the influence of any legal drug while on County time or while on the County's premises if said drug may adversely affect the employee's safety or job performance, or the safety or job performance of others.
- Failing to report a work-related vehicular accident to immediate supervisors or other designated County personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this procedure.

Engaging in prohibited conduct will subject an employee to disciplinary action and/or the imposition of an LCA.

Testing Categories

Post-Offer, Pre-Employment Substance Testing

Applicants who receive an offer of employment will be required to undergo a pre-employment substance screen test conducted at the County's designated testing facility. Any offer of employment that an applicant receives from the County is contingent upon, among other things, satisfactory completion of the examination, screening and substance testing.

The County may rescind an offer of employment that has been extended to any applicant who tests positive for drugs and/or alcohol or any other violation of this administrative procedure.

Reasonable Suspicion Testing

If the County has reasonable suspicion based on observations reported by a supervisor or another employee and documented on an Observation Checklist, the employee may be immediately sent for substance testing.

The supervisor who made a referral for substance testing may complete and sign an Observation Checklist setting forth the observations upon which the supervisor relied in making the referral for drug and/or alcohol testing. If possible, the Observation Checklist will be prepared before the end of the current shift, but no later than twenty-four (24) hours after the end of the current shift. A copy of the Observation Checklist shall be provided upon request to the subject employee.

The employee may be placed on administrative leave and/or re-assigned temporarily to other work duties until the County receives the results of a reasonable suspicion test.

Post-Accident Testing

When employees are involved in a work-related accident (e.g., industrial safety, motor vehicle), they must report the accident to the supervisor or manager immediately. Employees shall be subject to post-accident testing if:

The employee is involved in a work-related accident that the County's representatives conclude was in whole or in part caused through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the County.

Post-accident testing involving a motor vehicle by an employee who holds a CDL will be completed within two (2) hours, unless not feasible due to extenuating circumstances.

Commercial Driver's License Testing

Employees required to have a valid Commercial Driver's License will also be subject to random testing as required by federal and Ohio regulations. Testing shall be performed by medical facilities/personnel and laboratories certified to perform such testing by the U.S. Department of Transportation and the Ohio Department of Transportation.

Return to Duty for Employees After a Positive Test Result

An employee with a CDL, or who operates a motor vehicle as part of their work duties, or who carries a firearm as part of their work duties, whose test result shows a urine or blood specimen with a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any illegal drug or for a legal drug in violation of the conditions identified in the Prohibited Conduct section of this guideline may be immediately relieved of duty for at least twenty-four (24) hours. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

An employee with a CDL, who operates a motor vehicle as part of their work duties, who receives a positive test result that includes a blood alcohol content result of 0.04 or greater, or refuses to complete a test when required, shall not be permitted to operate a motor vehicle as part of their work duties until the employee completes a return to duty process with an SAP. A return to duty process concludes when the SAP certifies the employee has successfully completed all recommended referrals (e.g., treatment) and the employee completes a return-to-duty test with a negative result and with a blood alcohol concentration less than 0.02. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

8.04 Fitness for Duty

Drug and Alcohol Testing

If a supervisor has a reasonable suspicion that an employee may be under the influence of alcohol or drugs, the supervisor shall immediately contact Human Resources, which shall determine if a reasonable suspicion test shall be conducted (see section 8.03).

Physical and Mental Health

The County may require that an employee submit to a medical or psychological examination to determine an employee's fitness for duty. If a management representative has a reasonable suspicion that an employee's behavior warrants a Fitness for Duty exam, they should contact Human Resources. Human Resources may place the employee on paid administrative leave pending the results of the examination.

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in disciplinary action. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination (i.e., missed appointment fee).

Upon completion of the examination, the County will receive a physician's report outlining the results of the employee's fitness for duty. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work may subject the employee to discipline pursuant to the Attendance Policy.

If the physician determines that the employee is not fit for duty, the employee will not be returned to work, will be removed from paid administrative leave and will be required to use their accrued paid leave (e.g., sick, vacation, exchange time, and/or compensatory time) or go on an unpaid leave. The employee will remain off work until they submit medical documentation, acceptable to the county, to Human Resources stating that they are able to perform the essential functions of their position, with or without reasonable accommodation.

8.05 Workers' Compensation

The State of Ohio Workers' Compensation Laws covers County employees. A County employee who sustains a job-related injury or occupational disease may be eligible to receive benefits from the Bureau of Workers' Compensation (BWC). A County employee who is involved in a work-related accident/injury should seek medical treatment and/or care immediately.

Employee Procedures

An employee who is involved in a work-related accident/injury or is diagnosed with an occupational disease must adhere to the following procedure:

- The employee must notify their supervisor of the work-related accident/injury or occupational disease diagnosis immediately or as soon as possible.
- The employee must obtain an Injury Reporting Kit and complete the Accident Investigation Report (AIR) within 24 hours of the occurrence, unless confined to a hospital. If confined to a hospital, the employee must complete the accident report within 24 hours of release from the hospital. Failure to complete the AIR may cause a denial of the claim and result in progressive discipline.
- The employee may seek treatment at the medical provider of their choice so long as the provider is BWC certified. If medical care is needed, the employee should obtain a Managed Care Organization (MCO) card from Human Resources to give their provider. If immediate medical care is needed, the employee does not need to obtain a MCO card. Rather, the employee should inform their provider that they have a work-related injury and refer them to the County's MCO.
- An employee who is involved in a work-related accident/injury may be required to submit to a drug and/or alcohol test. The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits and will subject the employee to the provisions of the County's Fitness for Duty Program.

Employees who are off work due to a work-related accident/injury or occupational disease are responsible for keeping their supervisors notified of their work status and to provide appropriate documentation from their physician. Appropriate documentation includes certification of total disability (BWC Form C-84) and physician's reports of work ability (BWC Form Medco-14).

If the employee is released to light or full duty, the employee must immediately provide appropriate documentation from their physician to Human Resources.

If an employee is required to attend an Industrial Commission hearing, he or she will be given up to two (2) hours of paid leave. The employee must present the Hearing Notice from the Industrial Commission to their supervisor prior to the hearing date to be granted the paid leave.

If an employee is required to attend a County or BWC mandated medical examination, he or she will be given up to four (4) hours of paid leave time to attend. The employee must present their supervisor with the written letter from the BWC, MCO or TPA to be granted the paid leave.

Time off for attendance at any medical appointment not mandated by the County or BWC must be covered by the employee's own leave time.

Supervisor Procedures

Immediately upon receipt of notification from an employee of a job-related accident/injury or occupational disease diagnosis, the supervisor shall:

- Provide the employee with an Injury Reporting Kit. Reporting kits can be obtained from Human Resources. The reporting kits contain the AIR that must be completed by the employee. Upon receipt of the completed AIR from the employee, the supervisor shall immediately give the form to Human Resources.
- Notify Human Resources of the incident.
- If the incident in question involves a vehicle accident, the supervisor is also required to complete a Fitness for Duty form and contact Protective Services.

Relationship to Leave Time

Employees who are off work for more than seven (7) calendar days due to a work-related accident/injury or occupational disease may be entitled to disability benefits through the BWC. It may be several weeks before the BWC determines eligibility and issues the first disability check to an injured employee. Employees who are off work due to a work-related accident/injury or occupational disease have the following options while waiting for the BWC to determine eligibility and issue disability payments:

- **Sick Leave.** The employee may elect to use their accrued sick leave and will continue to receive wages and benefits while using sick leave. Neither the BWC nor the County, will reimburse an employee for the usage of sick time. The BWC will not issue retroactive payment of disability payments to cover the time where sick leave was used.

- **Vacation/Compensatory/Exchange/Personal Leave.** An employee may elect to use their accrued vacation, compensatory, exchange or personal leave. The employee will continue to receive wages and benefits while using vacation, compensatory, exchange or personal leave. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where vacation, compensatory, exchange or personal leave were used. The County, however, will not reimburse or re-credit the employee for the vacation, compensatory, exchange or personal leave time used.
- **Unpaid Workers' Compensation Leave.** Injured employees also have the option of not receiving a paycheck from the County and waiting on BWC wage benefits. However, the decision to go into unpaid status may affect health care benefits. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where unpaid workers' compensation leave was used. Should the BWC determine that the employee is ineligible to receive disability, the employee will not receive any retroactive payment or reimbursement from the BWC or the County.

Absences from work for 3 or more consecutive days due to injury or illness covered under workers' compensation will be deducted from the employee's FML available leave balance. The employee should consult the County's FML policy and procedures for more information.

8.06 Alternative Work Program

When an employee is injured, the County's Managed Care Organization will review the employee's medical records and discuss restrictions with the employee's physician. The employee must file a workers' compensation claim with the BWC and complete the County's AIR before being considered for alternative work.

Human Resources will work in conjunction with department management to determine whether there is an appropriate alternative position. Human Resources will inform the employee of the new assignment, reporting time and work hours. For bargaining employees, the employee's union will be notified of the assignment. The employee will maintain their current rate of pay and their bargaining status. The County will make a reasonable effort to assign the employee to their regular shift.

An employee will be eligible for alternative work for up to sixty (60) calendar days. This initial sixty-day period may be extended by agreement between the County and the employee. At no time may an alternative work assignment exceed one hundred twenty (120) days.

For an employee to be allowed to return to their prior position, the employee must provide documentation, acceptable to the County, indicating that the employee can perform the essential functions of the position, with or without accommodation, or have been granted a reasonable accommodation under the ADA.

9 COMPENSATION

The County takes a holistic approach to employees' compensation centered around total rewards and administers a fair and equitable compensation program. The County categorizes compensation in two ways: direct and indirect.

Direct compensation is the money paid to an employee in exchange for their work. Direct compensation includes, but is not limited to, salaries/wages and any other form of monetary compensation.

Indirect compensation is a benefit given to an employee that has a financial value but is not a direct monetary payment. This may include, but is not limited to, healthcare coverage (medical and supplemental), life insurance, retirement contributions, career planning, EAP services, wellness programs, employee recognition programs, flexible working schedules, paid vacation and sick time, County-issued cellular phones and learning and development opportunities. Indirect compensation provided to employees is described in Chapter 10 of this handbook.

The Personnel Review Commission administers the County's classification plan and salary administration for classified positions. Human Resources administers and maintains the County's compensation policies and procedural guidelines described below.

Any form of direct or indirect compensation not explicitly authorized in this handbook, county policy approved by council, collective bargaining agreement, general law, or otherwise explicitly authorized by council including but not limited to fringe benefits, is strictly prohibited.

9.01 Salary/Wages

The determination of an employee's pay shall not be arbitrary or capricious, based on nepotism, political affiliation or any other factor that violates the Code of Ethics codified in Title 4 of the County Code or any other County, state or federal law. Pay determinations are based on relevant factors, including but not limited to, the pay range, direct experience performing the job functions, qualifications, the labor market, the pay of other employees assigned to similar positions, and other factors relevant to the employee's case.

An employee's salary/wages and any other form of direct compensation shall be approved by the County Executive or designee at the time of appointment or when any change is made to the employee's salary. Changes will be recorded on the county's personnel agenda.

9.02 Premium Pay

Premium pay may be offered ~~to a non-bargaining, classified employee to provide services beyond what is required by the employee's position, to fulfill a County operational need, that will offset an expense the County would otherwise incur. The employee must satisfy one of the following criteria: in exchange for obtaining and maintaining a job-related professional license/certification or formal demonstration of the employee's mastery of skills, knowledge, and/or competencies, beyond what is required. Premium payments shall be approved by the County Executive or designee.~~

- J Obtain and maintain an active professional license or certification that is mandated to legally perform a task required by the department. The employee must be required to perform this task at least 20% of normal work hours.
- J Communicate with members of the public in a language other than English, including Braille and American Sign Language, at least 20% of normally scheduled work hours.
- J For exempt employees only, during specified off-duty hours, are regularly required to remain on-call, to be constantly available to the employee's department, remain within a predetermined maximum distance from the workplace, respond to all requests to return to the workplace within a predetermined maximum amount of time, and remain fit for duty including refraining from the use of alcohol.

Formatted: List Paragraph, Bulleted + Level: 1 +
 Aligned at: 0.25" + Indent at: 0.5"

Premium pay is only justified when it satisfies a current County operational need. This determination is made on a case-by-case basis. A written justification for premium pay must be submitted to both the employee's agency/department director and the director of human resources, and both the agency/department director and the director of human resources must provide written approval. Annually, the agency/department director must reaffirm the continued justification in order for the premium pay to continue.

9.03 Equity Adjustments

An equity adjustment is a mechanism for addressing salary inequities arising from external pressures in high demand fields and/or internal salary comparisons.

Reasons for equity adjustments may include, but are not limited to:

- a substantial increase in ongoing responsibilities that are not sufficient enough to warrant a reclassification or reassignment
- an unacceptable internal salary inequity between positions that are of comparable worth in a department or throughout the organization
- an unacceptable salary inequity between an employee's salary and the average salary of similar positions in the market
- the need to retain a key employee whose experience or special skills are uniquely critical

Equity adjustments may be made when approved by the County Executive, as the County's budget permits.

9.04 Compression Adjustment

A compression adjustment may occur when the salary/wages of a direct supervisor is/are too close to the salary/wages of their direct reports.

Human Resources, in consultation with the department director, will determine when a compression adjustment is appropriate. A compression adjustment may occur during organizational restructuring or when an employee is hired or promoted into a vacant position. There may be circumstances when compression adjustments are not made, including but not limited to:

- a temporary working level (TWL) assignment causes compression between a supervisor and their subordinates
- a supervisor has an atypical reporting structure
- a supervisor leads subordinates with specialized skills and/or significant, relevant experience whose pay is commensurate with their skill and experience
- an adjustment is not supported by the labor market

Compression adjustments shall be approved by the County Executive or designee.

9.05 Temporary Work Level (TWL)

A temporary work level (TWL) may be granted when an employee is temporarily assigned 50% or more of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

Time served in a TWL will not be applied towards the length of service requirement to qualify for reclassification through a position audit (see section 6.03).

The employee must meet the minimum qualifications for the position in the higher pay range to be granted a TWL. An employee who is granted a TWL will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.

A supervisor must consult, in advance, with Human Resources regarding a TWL. Human Resources will review TWL and makes a recommendation to the County Executive for final approval.

9.06 Non-Exempt Employees: Overtime/Compensatory Time

Non-exempt employees can earn overtime or compensatory time (a form of paid leave) when they work more than forty (40) hours in a workweek ~~or are required to work on a County-recognized holiday.~~ Time spent on paid leave (i.e., sick, vacation, compensatory time off, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

Employees must be granted prior authorization from their supervisor to work beyond forty (40) hours in a workweek.

State and federal law define overtime as compensation to non-exempt employees at time and one-half the regular rate for work beyond forty (40) hours in a work week. The County ~~may pay an employee an overtime cash payment or can~~ credits ~~non-exempt the~~ employees ~~with~~ compensatory time. ~~Normally, the County will credit the employee with compensatory time.~~ A department director ~~may must provide specific, time limited written approval request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve an overtime cash payment~~ for an employee or group of employees ~~to receive cash payment in lieu of compensatory time. This approval must be based on extraordinary operational needs, or work on a County-recognized holiday.~~

An employee who has requested paid leave using compensatory time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations.

Compensatory time not used within one hundred eighty (180) days after it is accrued shall be converted to an overtime cash payment and paid to the employee. When ending employment, all unused compensatory time is paid at the employee's regular rate at the time of payment.

Non-bargaining employees may accrue up to the FLSA maximum of two hundred forty (240) hours of compensatory time. Eligible non-bargaining law enforcement employees may accrue up to four hundred eighty (480) hours. Once employees reach the maximum compensatory time accrual, the County will pay for additional overtime hours worked.

Employees moving from a non-exempt position to an exempt position will receive payment for their accrued compensatory time at the time of the move.

9.07 Exempt Employees: Exchange/Straight Time

Exchange Time

Exempt employees can earn exchange time (a form of paid leave) when they work more than forty (40) hours in a workweek, or work on a County holiday provided the following:

- there is a compelling reason for the exempt employee to be required to work beyond normal working hours –working beyond regular work hours to finish up normal assignments does not qualify.

there is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be authorized or required by the supervisor to work the extra time.

Supervisors have discretion to make judgements regarding the application of the above criteria but are expected to do so in a way that supports the operations of the County without adversely affecting long-term staffing needs.

Usage of paid leave (i.e., sick, vacation, exchange time, etc.), does not count towards the forty (40) hours work requirement. However, paid time off on County recognized holidays does count.

Exchange time is accrued in increments of one-minute after the first 30 minutes over 40 hours. Exchange time earned in lieu of holiday premium pay is not subject to the forty (40) hour requirement.

In order to qualify for exchange time, employees must designate the hours as exchange time in the County's payroll system. The County will not recognize exchange time beyond an accrual of 40 hours except as otherwise set forth below.

An employee who has requested paid leave using exchange time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations. However, there is no guarantee that exchange time can be used if it is not possible to accommodate its usage within a six (6) months of the time that the exchange time is accrued.

Exchange time not used within six (6) months of accrual shall expire. If a critical or extraordinary operational need exists, the Director of Human Resources may authorize an employee to accrue up to two hundred (200) hours of exchange time and may extend the expiration timeframe up to one (1) year. At no time shall exchange time be paid out to the employee.

Straight Time Pay

In rare circumstances the County may pay an exempt employee a straight time cash payment (based on the employee's hourly rate of pay) in lieu of exchange time. Normally, the County will credit the employee with exchange time. A department director may request, on a temporary basis, that a straight time cash payment for an employee or group of employees be provided in lieu of exchange time, subject to all of the following conditions:

1. The department director has determined that hiring additional employees or outsourcing the work would be impractical or less cost-effective than straight time payments;
2. County operations temporarily require exempt employees to work beyond forty (40) hours per week or to work on a County holiday to meet public health or safety need(s), payroll deadlines, to meet mandatory deadlines for the sexennial and triennial real estate assessments, or to meet the critical needs associated with implementing the Enterprise Resource Planning system and/or the Real Property software system, or other information systems;
3. The director of the requesting department has determined, in writing with notification to the Director of Human Resources for placement on the County personnel agenda, that it would be impractical or inequitable to expand the cap on accrual of exchange time, expand the timeframe in which an employee's exchange time can be used, or modify one or more employee's base salary.
4. The County Executive or designee provides written authorization in advance, or within fourteen (14) days in case of emergency, specifying:
 - a. The employee or employees eligible to receive straight time payments,
 - b. The total number of hours worked beyond 40 each employee is authorized to receive straight time payments; and
 - c. the defined period of time, not to exceed 90 days, during which each employee is eligible to receive such payments. The County Executive may extend the time period for additional

time provided all of the foregoing conditions still apply, but such extension shall be considered a separate approval for the purposes of reporting and subject to the requirements of this section.

5. The defined period of time provided for in item 4(c) above may not be extended more than once unless the extension is accompanied by a plan to correct the situation necessitating the straight time payments.

Authorized straight-time payments shall be listed on the county's personnel agenda at the time they are approved by the County Executive.

As with the accrual of exchange time, usage of paid leave during the workweek (i.e., sick, vacation, exchange time, etc.) does not count towards the work requirement, but County recognized holidays shall count.

10 BENEFITS

10.01 Healthcare Benefits

Cuyahoga County is committed to promoting and sustaining the well-being of its employees and their families by providing quality and integrative health and wellness programs. Employees are offered comprehensive and competitive benefits programs which include, but are not limited to medical, prescription drug, dental, vision and life insurance and a wellness program.

Eligibility

Full-time regular and part-time benefits-eligible employees may receive healthcare benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees have thirty (30) days from their date of hire to make their benefit elections and to submit documentation regarding proof of relationship for their dependents. If an employee fails to make benefit elections within that time, the employee must either wait until the next open enrollment period or experience an IRS approved qualifying event to elect benefits.

Dependent Eligibility

An employee's dependents may be covered by the County's healthcare benefits. Eligible dependents include an employee's legal spouse, children, step children, legally adopted children from the employee or the employee's spouse, or any children who, by court order, must be provided healthcare coverage by the employee. Healthcare benefits may also cover other dependent children if the employee has legal guardianship, as outlined in each of the County's group insurance carrier contracts. Healthcare benefits will be extended to dependent children up to age twenty-six (26), in accordance with federal law and the Ohio Department of Insurance guidelines. No employee or dependent can be covered by more than one County sponsored benefit plan.

Documentation showing proof of relationship is required to be submitted to Human Resources before dependents can be added to medical, dental and vision plans. Employees are bound by the deadlines designated by Human Resources to submit proof of relationship documentation. Acceptable documentation includes, but is not limited to a marriage certificate, and a bill (i.e., utility, credit card, insurance, etc.), recent tax record or other County-approved document showing the names of the employee and spouse and their address, and a certified birth certificate or adoption paperwork for a child.

If an employee is covered by healthcare coverage elsewhere, the employee can waive County coverage and may be entitled to receive a taxable opt-out payment, determined annually during open enrollment. Employees who opt-out of county healthcare coverage will be required to attest that they have alternative coverage in order to be eligible for the taxable opt-out payment.

Employee contributions for benefits are paid through a pre-tax payroll deduction.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for their dependents in these plans. Enrolling ineligible dependents may be considered fraud.

Employees may be subject to eligibility audits. An employee selected for an eligibility audit will be required to submit copies of documentation showing proof of relationship such as certified birth certificate(s), marriage certificate(s), income tax return(s) and/or other related documentation including affidavits.

Any person who, with intent to defraud or knowing that they are facilitating fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action.

10.02 Open Enrollment and Qualifying Events for Mid-Year Enrollment in Benefits Coverage

Open Enrollment, which generally occurs in the last quarter of each year, is a time when employees can change their benefits enrollments and/or sign up for benefits. Annually, employees may be required to reenroll in benefits by the Open Enrollment deadline. Employees who fail to enroll by the Open Enrollment deadline will default to the medical plan designated by the County. Once an employee defaults, the plan cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

Employees are responsible for notifying Human Resources when a qualifying event occurs that may impact their dependents' coverage. All changes require the appropriate certification and documentation within thirty (30) days of the qualifying event. Employees may not be able to change their election until the next Open Enrollment period if appropriate notice is not received.

Examples of qualifying events that require mid-year election changes include:

- marital status (marriage, divorce, legal separation, death of spouse)
- number of dependents (birth, adoption, placement for adoption, legal guardianship, death)
- employment status of employee (i.e., part-time to full-time)
- dependent eligibility (Loss of student status, age limit)
- residence (dependent moves out of plan service area)
- loss or gain of employment by the employee's spouse or dependent
- significant cost or change in coverage of spouse or dependent under another employer plan
- loss of certain other health coverage (plans provided by governmental or educational institutions)
- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events
- judgement, decree or order resulting in change in legal custody (Qualified Medical Child Support Order)
- entitlement to Medicare or Medicaid

A qualifying event can affect the employee's single/family coverage entitlement for medical, prescription drugs, dental and vision, as well as impacting flexible spending accounts and life insurance. In the case of divorce, legal separation or annulment, employees must adjust their covered dependents by removing former spouses within thirty (30) days of divorce, legal separation or annulment. Copies of the first and last pages of the court document must be submitted to Human Resources. Failure to adhere to this requirement may subject the employee to disciplinary action.

Divorced employees who are required by court order to pay benefits for their ex-spouse cannot cover the ex-spouse under County benefits. A separate policy must be purchased outside of County benefits.

10.03 Optional Employee Benefits

At the sole discretion of the County, certain additional optional employee benefits may be offered to employees, at the employee's expense, including but not limited to:

- Voluntary benefits, such as accident insurance, critical life events insurance, universal life insurance with long term care rider, and/or short-term disability
- Discounted public transportation bus/transit passes and parking

Employees will be notified of these benefits as they become available.

10.04 Wellness Program

If the county establishes a wellness program, employees are encouraged to actively participate. The wellness program is designed to assist employees and their families in making positive and healthy lifestyle choices with a focus on wellbeing. The wellness program has several components including health screenings, education, activities, weight management, newsletters, on-site fitness programs, financial education, healthy lifestyle incentives and more.

10.05 Flexible Spending Accounts (FSA)

Flexible Spending Accounts (FSA) are Internal Revenue Service (IRS) sanctioned benefits that provide employees the opportunity to have pre-tax amounts withdrawn from their paycheck and deposited into Medical, Dependent Care and/or Transportation FSA(s). These accounts are offered by the County as an additional benefit that allow employees to pay for related eligible expenses using pre-tax dollars.

Eligibility

Full-time regular and part-time benefits-eligible employees may enroll in flexible spending accounts during Open Enrollment. New employees can enroll within thirty (30) days from their date of hire or during Open Enrollment.

Medical FSA

The Medical FSA allows employees to use pre-tax dollars for many healthcare expenses not covered by medical and dental plans (i.e., copays, deductibles, orthodontia, etc.), vision care expenses for prescription eyeglasses and contact lenses, as well as prescription medication. Medical FSAs are pre-funded, allowing participants access to their annual elections on the first day of participation. For a complete list of eligible expenses, review IRS Publication 502 (Medical and Dental Expenses Expenses) online at www.irs.gov. Enrollment in a Medical FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Medical FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

Dependent Care FSA

The Dependent Care FSA allows employees to use pre-tax dollars for charges that are incurred for the care of dependents. This includes expenses for eligible dependents under age thirteen (13) and may apply to a spouse or parent who resides with the employee and is physically or mentally incapable of self-care. For a complete list of eligible expenses, review IRS Publication 503 (Child and Dependent Care Expenses) online at www.irs.gov. Enrollment in a Dependent Care FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Dependent Care FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

Transportation (Parking, Transit, RTA, Bicycling) FSA

The Transportation FSA allows employees to use pre-tax dollars for charges that are incurred for work-related parking, mass transportation, and bicycling. For a complete list of eligible expenses, review IRS Publication 15-B (Employer's Tax Guide to Fringe Benefits) online at www.irs.gov.

There are strict deadlines associated with the submission of claims for withdrawal of funds from flexible spending accounts. Employees that fail to submit claims prior to the deadline will forfeit any remaining balances in their flexible spending accounts. More information regarding specific deadlines can be obtained by contacting the Department of Human Resources. Enrollment in a Transportation FSA is available at any time.

10.06 Retirement – Ohio Public Employee Retirement System

Employees are required to participate in the Ohio Public Employees Retirement System (OPERS). OPERS is the pension system utilized by the County instead of the Federal Social Security system. OPERS offers three retirement plans to its members: The Traditional Pension Plan (Defined Benefit), the Member-Directed Plan (Defined Contribution), and the Combined Plan (Combination of both Defined Benefit and Contribution). Additional information can be found on the OPERS website.

Contributions

The State of Ohio sets the employee and employer contribution rates. The employee's contribution rate is deducted from the gross bi-weekly salary/wage of the employee's pay. This amount is added to the County contribution rate and deposited into the employee's individual account with OPERS.

Tax-Deferred Basis

The Internal Revenue Code allows public employee pension plan contributions to be remitted on a tax-deferred basis. This means the employee pension contribution will not be included in taxable income when calculating federal and state income tax withholding. This yields an immediate tax savings to the employee.

City taxes will continue to be deducted from the employee's portion of the OPERS contribution. Also, the amount of pension contribution that is tax-deferred may be subject to federal and state taxation when it is withdrawn, either at retirement or upon separation of employment.

Other Information

Depending on the plan chosen, other benefits available may include survivor and disability benefits as well as healthcare benefits upon retirement.

OPERS service time continues to accrue during paid leaves of absence including Family Medical Leave. OPERS contributions are not remitted during an unpaid leave. Some leaves, such as military and workers' compensation may be eligible for free service credit. Credit for approved unpaid leaves may be purchased.

Information is available by contacting OPERS directly or at the OPERS website, www.opers.org.

10.07 Deferred Compensation

Employees can choose to contribute to a Deferred Compensation Plan. Employees may authorize a portion of their pay to be withheld and invested to supplement their future retirement income. Unless otherwise provided by law, money contributed to a Deferred Compensation Plan and any earnings on those contributions are not subject to federal or state income tax until those monies are paid to the employee, at the point of retirement or at the point of an approved withdrawal. Contact Human Resources for more information on Deferred Compensation Plans.

10.08 Employee Assistance Program

The County is committed to the health, safety, and welfare of its employees and their families. The County offers the EAP to provide employees and their eligible dependents with tools and resources to assist with personal matters. The EAP offers employees and their dependents short-term assessment and problem resolution by licensed counselors for a range of common concerns. The County funds the initial counseling sessions for employees and eligible dependents. The Employee Assistance Program (EAP) is designed to offer employees and their dependents assistance with issues including but not limited to:

- Addiction/Chemical Dependency
- Adolescent Issues & Guidance
- Chronic Physical Illness
- Depression/Anxiety
- Eating Disorders
- Family/Dependent Care Resources
- Financial Management Assistance
- Legal Consultation
- Major Life Events, including births, accidents and deaths
- Management Consultation
- Marital Conflict or Divorce
- Retirement Coaching
- Stress Management
- Wellness Advice
- Workplace Conflict Resolution

Following completion of the initial sessions, counselors may recommend a plan, which may include additional counseling and/or needed services. Subsequent services may be covered by the employee's medical provider and insurance.

Employees' current job and future advancement will not be jeopardized by using EAP services. The EAP provides strict confidentiality, following all federal and Ohio laws. As with all health-related documents, if EAP records are provided to the County, the EAP's records will be maintained in a confidential manner. The County may, upon recommendation or request by management, and when appropriate, refer employees to the EAP to assist with workplace and/or performance issues.

Participation in the EAP does not excuse employees from complying with the County's policies or from meeting job requirements during or after receiving assistance. Nor will participation prevent the County from taking corrective action for performance problems that occur before or after employees seek assistance through the plan.

Additional information regarding the EAP can be obtained from Human Resources.

10.09 Lactation Accommodation

Cuyahoga County supports and complies with all federal and Ohio laws and regulations by providing accommodations to employees who are nursing mothers who wish to express breast milk during the workday.

Break Time for Lactation Purposes

Employees who are nursing mothers can take reasonable, paid break periods during the workday to express breast milk. Employees should work with their supervisor to make reasonable efforts to minimize disruption to departmental operations.

Lactation Rooms

For the convenience and privacy of employees who are nursing mothers, the County has designated rooms at various facilities where a mother can express breast milk. These rooms will include reasonable and appropriate amenities.

Usage rules for these designated rooms and room amenities, will be posted at each facility. To ensure privacy, nursing mothers may reserve/schedule a location room at a time convenient to their needs. Each facility handles the reservations/scheduling in a different manner. Employees should contact Human Resources for information on the reservations/scheduling process.

Resources

For more information about lactation accommodations, employees should contact Human Resources. Other information and resources for nursing mothers who have returned to work are available through the Employee Assistance Program.

10.10 Life Insurance & Accidental Death & Dismemberment (AD&D)

The County provides a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Eligibility

Full-time and part-time benefits-eligible employees are eligible to receive a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Employees are eligible to receive benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees may elect additional supplemental coverage.

The County provides Accidental Death and Dismemberment Insurance that will pay an amount if employees become disabled or die due to a non-work-related accident. The payment amount varies according to the type of disability or death.

The County's group term life insurance has two features allowing employees to take a portion or all of their life insurance with them under an individual arrangement with the County's insurance carrier:

- The "conversion provision" allows employees to convert the basic insured amount, if applicable to their group, and the supplemental coverage into a whole life policy.
- The "portability provision" allows employees to take the insured amount that is more than the basic coverage and create an individual term life policy at the same prevailing group premium. Changes in premium still occur at the same five-year (5) age intervals as when employed.

There are deadlines associated with both the "conversion" and "portability" provisions of the County's sponsored life insurance program.

10.11 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides qualified beneficiaries who lose their healthcare benefits the right to choose to continue those benefits for limited periods due to qualifying life events. Qualified beneficiaries may be required to pay the entire premium for coverage, in addition to an administrative fee.

Qualified Beneficiaries

A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event for someone who is an employee, the employee's spouse or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

Qualifying Life Events

Qualifying life events are certain events that would cause an individual to become eligible for COBRA. The type of qualifying life event will determine who the qualified beneficiaries are and the length of time under which continuation of healthcare coverage will be provided under COBRA.

Qualifying Life Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment (including military leave of absence)

Qualifying Life Events for Spouses

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying Life Events for Dependent Children

- Loss of dependent child status under the healthcare plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Under COBRA, employees and/or their qualified beneficiaries must notify Human Resources of a divorce, legal separation or a child losing dependent status under the plan within sixty (60) days of the qualifying event.

The County provides employees with written notice of their rights under COBRA when they become eligible for coverage under the health insurance plan, as well as when a qualifying event occurs. Employees should contact Human Resources with any questions.

11 TIME OFF AND LEAVES OF ABSENCE

All time off and leave is subject to prior approval, unless otherwise noted. Employees must request leave using the procedures and forms outlined by Human Resources and their department.

Every request for leave will be given fair consideration in accordance with the following procedural guidelines and the staffing needs of the employee's department. Any leave approved based on false information is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation may be subject to disciplinary action.

Employees are solely responsible to ensure that they have adequate vacation leave, sick leave and/or compensatory/exchange time when requesting and/or taking paid leave.

11.01 Paid Vacation Leave

The County provides paid vacation leave to full-time and part-time benefits-eligible employees. Vacation accrual is based on years of service and begins on the first day of employment with the County. Employees who have previous service with any political subdivision of the State of Ohio may receive service credit for vacation accrual. To receive credit, employees must provide Human Resources with a signed letter from the former employer(s), on each employer(s) letterhead, with the qualifying start and end dates of employment, number of days worked if any of the service was less than a full year, number of hours worked if any of the service was less than full-time, and verification of any unused accumulated sick leave. Employees must provide the required documentation service credit verification form, completed by their former employer(s), within sixty (60) days of their date of hire. Forms received after sixty (60) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the form is received. The service credit verification form is available online, or a paper copy can be requested from Human Resources. An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio shall not have prior service considered for the purpose of computing vacation leave.

Eligible full-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	3.1 hours	80 hours/10 days	240 hours/30 days
5 to less than 15	4.6 hours	120 hours/15 days	360 hours/45 days
15 to less than 25	6.2 hours	160 hours/20 days	480 hours/60 days
25 or more	7.7 hours	200 hours/25 days	600 hours/75 days

Eligible part-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	2.47 hours	64 hours/8 days	192 hours/24 days
5 to less than 15	3.70 hours	96 hours/12 days	288 hours/36 days
15 to less than 25	4.93 hours	128 hours/16 days	384 hours/48 days
25 or more	6.16 hours	160 hours/20 days	480 hours/60 days

Once an employee's vacation leave balance reaches the maximum accrual allowance, no further vacation leave will accrue until the balance drops below the maximum amount.

There is no waiting period after an employee is hired or promoted before vacation time can be used. Employees must have their supervisor's approval to use vacation leave.

An employee separating from the County is eligible for payout of their accrued vacation leave balance, minus any fees, charges or outstanding financial obligations the employee may have to the County.

11.02 Paid Holidays

The County provides full-time and part-time benefits-eligible employees with paid time off on the following, recognized holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Employees who are in an unpaid status on the regular work day immediately preceding or following the holiday are not eligible for holiday pay.

Eligible employees who work on a County-recognized holiday and are in a paid status on the regular work day immediately preceding and/or following a holiday are entitled to holiday pay for their regularly scheduled work hours. If the employee's work schedule is other than Monday through Friday, and the

holiday falls on the employee's day off, the employee is entitled to a floating day off, to be used within ninety thirty (930) calendar days and with prior approval.

An employee in a non-exempt position who is required to work on a County holiday shall be entitled to regular pay in addition to holiday premium pay at one and one-half (1.5) times for each hour worked. Exempt employees who are required to work on a County holiday will receive regular pay in addition to holiday premium pay at their regular rates for each hour worked, or exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve holiday premium pay for an employee or group of employees in lieu of exchange time, subject to the conditions in Section 9.07 of this handbook.

Part-time benefits-eligible employees are entitled to holiday pay for their scheduled hours if the recognized holiday falls on their regularly scheduled workday.

Part-time benefit non-eligible employees and temporary employees are not entitled to holiday pay or premium holiday pay even if they work on a recognized holiday.

11.03 Paid Sick Leave

The County provides paid sick leave to full-time and part-time employees. Sick leave can be used for the following reasons:

- illness, injury, or pregnancy-related condition of the employee or the employee's immediate family member
- exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees
- death of an employee's immediate family member (*in conjunction with the bereavement policy*)
- healthcare appointment with an appropriate healthcare practitioner for the employee, or the employee's immediate family member where the employee's presence is reasonably necessary

For purposes of this section, immediate family member includes the employee's spouse, child, step-child, parent, parent-in-law, grandparent, sibling, brother- or sister-in-law, aunt, uncle, or persons to whom the employee stands in loco parentis, or any other relative residing with the employee (proof of residency required).

Sick leave accrues at the rate of 0.0575 hours for each hour of service. Employees must be on active pay status to accrue sick leave. Employees may not use sick leave that was accrued in the same pay period. Sick leave may not be used to cover absences that occurred prior to the accrual of the leave. Sick leave is used in a minimum of one (1) minute increments. Sick leave payment shall not exceed the normal, scheduled workday earnings.

Employees must follow their department's guidelines regarding appropriate notification for using sick leave. When the need for leave is foreseeable, the employee must notify their supervisor by making a

leave request in advance. In unforeseen circumstances, an employee must follow their department guidelines regarding notification.

The employee shall record their absence in the applicable timekeeping system. If the pay period ends before the employee returns to work, the employee's supervisor shall record the employee's absence.

The County reserves the right to require documentation to support the employee's sick leave request (i.e., medical certification) for all absences of three (3) or more days, or when the County has a reasonable suspicion that sick leave is being abused. Abuse of sick leave may subject the employee to disciplinary action.

An employee's supervisor must notify Human Resources anytime an employee is out on sick leave for 3 consecutive work days to ensure the employee receives information regarding FMLA.

Unused Sick Leave

Upon retirement, an employee with ten (10) or more years of service shall be paid for one-fourth (1/4) of the accrued, unused sick leave balance up to a maximum of two-hundred forty (240) hours. Payment for unused sick leave is not available under any other circumstance.

Sick Leave Credit

Employees who have a balance of sick leave earned while employed by another political subdivision of the State of Ohio within the past ten (10) years may have the unused sick leave balance credited to their current sick leave balance with the County. ~~Employees can contact Human Resources for more information on how to receive this credit.~~ To receive sick leave balance credit, employees must provide Human Resources with a signed letter from the most recent qualifying former employer, on the employer's letterhead, with qualifying start and end dates of employment and verification of any unused accumulated sick leave.

11.04 Paid Bereavement Leave

All full-time employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to five (5) days of paid bereavement leave.

Full-time employees are entitled to up to three (3) days of paid bereavement leave for the loss of a brother, sister, half-brother, half-sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, uncle, aunt, first cousin, niece or nephew, or any relative residing with the employee (proof of residency required).

Part-time benefits-eligible employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to three (3) days of paid bereavement leave.

To be eligible for bereavement leave, the employee must provide appropriate documentation supporting the request for leave (e.g., obituary, funeral/memorial service program, death certificate, etc.). Bereavement leave must be used within six (6) months of the loss. Bereavement leave may be taken as a continuous period or on an intermittent basis. If an employee needs additional time away from work, the employee may request to use accrued sick leave, vacation leave, compensatory and/or exchange time with the approval of their supervisor. Once these paid leaves are depleted, employees may request an unpaid personal leave of absence.

11.05 Paid Legal Proceedings Leave

Employees may receive legal proceedings leave when they are:

- summoned for jury duty by a court of competent jurisdiction
- subpoenaed to attend a court proceeding for a matter that is work-related and employee acted within the proper scope of their employment
- participating in any hearing of the PRC as the appellant, a summoned witness or at the request of the County

To receive this leave, employees shall submit, to their supervisor, a copy of the summons or request as soon as the notice is received.

An employee out on legal proceedings leave is required to immediately report to work after they are released, unless there would be less than one (1) hour left in the employee's regularly scheduled work day upon reporting to work. For example, an employee on an 8:30 – 4:30 schedule who is released from jury duty at 1 p.m. is required to immediately report to work. If the employee is released from jury duty at 4 p.m., they would not be required to report to work.

The County will compensate an employee on legal proceedings leave at their normal rate of pay, provided that the employee, upon receipt of any compensation paid by the court, submits the compensation to the County. Checks received in the name of the employee must be endorsed and provided to their supervisor for deposit to the County Treasurer. The employee, however, shall not be granted any mileage, travel or other related expenses.

11.06 Unpaid Personal Leave of Absence

Full-time and part-time benefits-eligible employees may apply for an unpaid personal leave of absence. A personal leave involves a temporary separation from active pay status. Employees may apply for a personal leave of absence without pay for a maximum of one (1) month, unless approved for a longer period by the Director of Human Resources.

Job performance, absenteeism and departmental requirements may be considered before a request is approved. Approval for leave is within the sole discretion of County management. Leave must not unduly disrupt the department's normal operations.

Employees requesting a personal leave must complete a *request for unpaid leave* form. The request must be submitted to the employee's supervisor at least sixty (60) days prior to the beginning of the leave, or as soon as possible when extenuating circumstances make it impossible to give at least 60 days' notice. The request for unpaid leave form is available online, or a paper copy can be requested from Human Resources. Bargaining employees who are ineligible for personal leave under the terms of their CBA may be permitted leave under this provision of the Employee Handbook at the discretion of the Director of Human Resources.

If the employee's supervisor approves the request, then request must then be forwarded to the employee's department director and Human Resources for approval, in that order.

An employee must exhaust all applicable paid leave before beginning a personal leave of absence. For example, an employee requesting an unpaid leave of absence to campaign for an elected office would first have to exhaust all vacation and exchange/compensatory time but would not have to exhaust their sick leave. The effective date of the personal leave will be the employee's first non-working day following the exhaustion of any of the employee's applicable, available paid leave balances (i.e., sick and vacation leave, compensatory and exchange time).

A personal leave is a temporary separation from active pay status. Sick and vacation leave and OPERS service time do not accrue during the leave. However, an employee on personal leave may continue their voluntary benefits, at their own expense. To continue benefits, a *benefits continuation form* must be completed and submitted to Human Resources prior to commencement of the personal leave of absence. The benefits continuation form is available online, or a paper copy can be requested from Human Resources.

If the employee chooses to continue their benefits, the employee must pay for coverage by prepaying, in full, their contributions for the duration of time they will be on a personal leave of absence. Payment must be received by the end of the month prior to the month for which the leave has been approved. If the employee does not pay for their contribution for their benefits while on a personal leave of absence, benefits will be cancelled.

Any extensions for personal leaves of absence beyond the maximum one (1) month period will be considered on a case-by-case basis by the department director and Human Resources.

Failure to return to work upon the expiration of the personal leave, without reasonable explanation, may subject the employee to disciplinary action. An employee who fails to return to service from a personal leave and who is subsequently terminated or voluntarily resigns from service shall not receive service credit for the time spent on personal leave. In this case, the employee's termination date will be the start date of the personal leave.

An employee may be permitted to return to work prior to the originally scheduled expiration of the personal leave if the earlier return date is agreed to by both the employee and Human Resources.

11.07 Family Medical Leave

The Family and Medical Leave Act (FMLA) and its amendments provide employees with the right to take job-protected unpaid time off for various identified reasons.

Employees with at least one (1) year of service who have worked at least 1,250 hours in the previous year are eligible, and can request up to twelve (12) workweeks (480 hours) of Family Medical Leave (FML), during a 12-month period, for one of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- The birth or placement of a child for adoption or foster care
- To care for an immediate family member (as defined by this procedure to only include spouse, child or parent) with a serious health condition
- To take medical leave when employees are unable to work because of their own serious health condition

Employees may take up to twelve (12) weeks of approved leave within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of FML, during this time the employee must have worked 1,250 hours. If two married employees both work for the County and each wants to take leave for the birth of a child, adoption or placement with the employee of a child in foster care, or to care for a parent with a serious health condition, the employees may take only a combined total of twelve (12) weeks of leave.

A serious health condition is defined as a condition that requires in-patient care at a hospital, hospice or residential medical care facility, or a condition that requires continuing care by a licensed healthcare provider as defined in the FMLA. In general, a period of incapacity of more than three (3) days, and two (2) visits to a healthcare provider within thirty (30) days (the first within seven [7] days of the onset of incapacity), would be considered a serious health condition. A serious health condition leaves employee unable to perform their job. Questions about what health conditions are covered under this procedural guideline should be directed to Human Resources.

Employees must use all accumulated paid time off allowances during their FML. FML that exceeds an employee's accumulated paid time off allowance is unpaid, and employees are responsible for financially arranging to continue their benefit coverage, at their expense, during the absence. For serious health conditions, employees must provide a healthcare provider's verification of the medical need for leave. On return from FML, employees are placed in their former or comparable jobs.

Leave Categories

- Continuous Leave: Employees may take leave in a continuous block of time.
- Intermittent Leave: Employees may take leave in separate blocks of time due to a single illness or injury, rather than for one continuous period and may include periods of leave from an hour or more (with appropriate notice for non-emergency circumstances such as regular treatment visits, etc.) to several weeks. Examples of intermittent leave would include leave taken for chemotherapy

that includes time taken on an occasional basis for a medical appointment or leave taken several days at a time spread over a period of six (6) months

- Reduced Leave Schedule: Employees may take leave that reduces their usual number of working hours per workweek, or hours per workday. In other words, a reduced leave schedule is a change in the employee's schedule for a period, normally from full-time to part-time. Such a schedule reduction might occur, for example, when employees work part-time after the birth of a child or employees recovering from a serious health condition cannot work a full-time schedule. The difference between the employee's reduced schedule and regular schedule will be charged against the employee's available FML weeks/hours. Documentation of medical necessity of reduced schedule is required.

Military Family Leave Entitlement

Eligible employees with a spouse, child or parent on active duty or called to active duty status in the National Guard or Armed Forces Reserves in support of a contingency operation may use their 12-week leave entitlements to address qualifying exigencies. Qualifying exigencies may include attending military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions and attending post-deployment reintegration briefings.

FML also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. This type of Military Family Leave is available only once. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Armed Forces Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status or on the temporary disability retired list.

Applying for Leave

Employees or an employee's supervisor if the employee is unable, must request FML through the MyHR system or -must contact Human Resources to initiate FML and must provide Human Resources with a thirty (30) day notice, if the leave is foreseeable. The County reserves the right to require an employee delay the start of their FML if thirty (30) days' advance notice is not provided when the need for FML is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.

Certification and Recertification of Serious Health Conditions

The County will ask for certification of the employee's serious health condition or that of a family member. Employees must respond to such a request within fifteen (15) days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification form.

Certification of a serious health condition will include the following:

- The date when the condition began
- The condition's expected duration
- The medical facts regarding the condition; and
- A brief statement of treatment

For employee's serious health condition, a statement noting the employee is unable to perform work of any kind or unable to perform the essential functions of the job. For a seriously ill family member, a statement indicating assistance is required, what that assistance is and/or that the employee's presence would be beneficial.

The County reserves the right to ask for a second opinion and will pay for employees to get a certification from a second healthcare provider selected by the County.

If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third healthcare provider. The County's healthcare provider and the employee's healthcare provider will jointly select the third healthcare provider, and the County will pay for that opinion. The third opinion will be final.

The County may request recertification of a chronic or episodic serious health condition requiring intermittent leave or reduced schedule every six (6) months, or less, as indicated by the healthcare provider's certification. No additional opinions or re-certifications will be requested in the case of leave to care for a military service member, in conformance with the regulations.

Holidays and Suspended Operations

When a holiday or inclement weather, emergency or event impacting operations falls during a week in which an employee is taking a full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

Formatted: Normal

Status and Benefits While on FML

While on paid FML, the County will continue employees' benefit coverage at the same level and under the same conditions as if they had continued to work. All available paid leave must be used and charged against the employee's FML before unpaid FML will be initiated. The employee's accrued time must be used in the following order: Sick, Compensatory/Exchange, Vacation. Sick and vacation leave will accrue during the employee's paid FML as it normally would. Available time accrued during paid FML must be used in the same order as above. ~~however, the time accrued during the leave may not be used until the employee returns to work.~~ All usual payroll deductions will be taken during the employee's paid FML.

While on unpaid FML, if employees choose to continue their benefit coverage, employees will be responsible for making payment arrangements for the employee paid portion of benefits for the duration of unpaid FML. If for any reason employees allow their benefit coverage to lapse while on unpaid FML, benefits will be cancelled. Vacation and sick leave do not accrue during unpaid FML.

Leave Donation

Employees may donate accrued sick or vacation leave to a fellow employee who has a serious health condition as defined under the FMLA and are in critical need of time off due to the condition. Donation of leave time is strictly voluntary. FML leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that the employee:

- is first approved for FML leave that removes them from the workplace for fifteen (15) consecutive work days for their own serious health condition. Donated leave may be applied retroactively to whenever the donee exhausts his or her paid leave balance. Employees on intermittent FML leave do not qualify to participate in the program. Any unused donated leave will be returned to the donating employee
- has exhausted all sick leave, vacation leave and compensatory/exchange time
- has not had any discipline for attendance within the previous year

An employee may donate accrued sick or vacation leave provided the donating employee:

- voluntarily elects to donate leave to a designated, approved recipient, and does so with the understanding that any used donated leave will not be returned
- retains a sick balance of at least one hundred twenty (120) hours after their donation
- is in active pay status at the time their sick time is to be used

Employees interested in receiving donated time should contact Human Resources. Employees who qualify may receive leave through the Leave Donation Program for up to twelve (12) weeks.

An employee may request donation leave from other employees or may designate a non-supervisory employee to make such a request on their behalf. Supervisors and managers may not solicit leave donations for or from any employee in their chain of command.

When an employee has exhausted all donated time, they may be placed on an unpaid extended sick/medical leave or may be separated in accordance with County policy or their CBA.

Returning from FML

Most employees who take leave under this procedural guideline will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms and conditions. The job will be the same or one that requires substantially equivalent skill, effort, responsibility and authority. However, employees' rights to reinstatement cease if the employment relationship ends (e.g. loss of job due to reduction in force while on leave or situations where the organization learns of circumstances that would otherwise result in the termination of employment). The County may exempt certain highly-compensated employees from this requirement and not return them to the same or similar position.

Before employees may return to work from a leave of absence, they may be required to present to the County a medical certificate from their healthcare provider indicating any restrictions on their ability to perform the essential functions of the job to which they are returning. For scheduling purposes, this

release must be received no less than two (2) business days before the employee's anticipated return date. The County may also require a physical examination at its expense to determine fitness for duty.

All family and medical leave taken, for whatever reason (including leaves for workplace injury), will be counted against employees' available leave of absence period under the FMLA.

11.08 Unpaid Medical Leave

Employees who are not eligible for FML (see section 11.07), or who have exhausted their FML, may be granted unpaid medical leave of absence because of personal illness or injury that disables the employee from performing the essential functions of their job (including medical conditions related to pregnancy or childbirth) or an illness/injury of an employee's child (including a child for whom the employee is the legal guardian), spouse, or parent, but not including the employee's parents in-law. The County reserves the right to require medical or other relevant documentation to justify the leave.

Unpaid medical leave may be granted for up to a total of twelve (12) weeks within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of unpaid medical leave. Unpaid medical leave must be taken in continuous blocks of time of at least five (5) consecutive workdays.

To be eligible for unpaid medical leave, any accumulated paid leave must be exhausted, and the employee must comply with their department's call-off procedure. The employee must demonstrate that the probable length of absence will not exceed twelve (12) weeks and the employee must present Human Resources at the time that the request is made with sufficient medical documentation, acceptable to the County, demonstrating that the employee is unable to perform the essential functions of their position and containing the probable period for which the employee will be unable to perform the essential functions of their position. If the need for leave is for the employee's covered family member, the documentation must demonstrate that the employee is needed to care for the covered family member.

If an employee takes unpaid medical leave to care for a covered family member and does not return to work within twelve (12) weeks, the employee may be removed. Such employees shall have no right to reinstatement but remain eligible for future employment through the County's regular hiring process. The County may initiate the disability separation process (see section 6.12) for an employee who takes unpaid medical leave for their own medical condition and does not return to work within twelve (12) weeks, consistent with the ADA or other applicable law.

When the County has a reasonable belief that an employee who has been on extended unpaid medical leave may be unable to perform the essential functions of their position, with or without reasonable accommodation, the County may require the employee to submit to and satisfactorily pass a medical examination before being permitted to return to work. The purpose of the medical examination shall be to determine if they can perform the essential functions of their position, with or without reasonable accommodation, consistent with the ADA or other applicable law. In the event of a difference of opinion as to the employee's physical status between the employee's physician and the County's physician the employee shall be referred to a mutually agreed upon physician whose opinion shall be binding.

11.09 Paid Parental Leave

The County offers Paid Parental Leave to employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. Parental leave gives parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations.

Paid parental leave is available to full-time and part-time benefits-eligible employees who are FML eligible (see section 11.07). An employee is FML eligible when they have at least one (1) year of service with the County and have worked at least 1,250 hours in the previous year.

Paid parental leave is two (2) continuous weeks of paid leave, which will run concurrently with FML, and is in addition to any other paid leave that may be available for the employee to use while on FML.

Paid parental leave will be based on an employee's normal rate of pay (based on full-time equivalency), not including premiums or scheduled overtime. Part-time benefits-eligible employees will receive two (2) continuous weeks of paid leave, with pay based on the average number of hours worked during the previous year.

Vacation and sick leave continue to accrue during paid parental leave. The County will continue to pay its share of the cost of an eligible employee's group health insurance during paid parental leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

Paid parental leave must be utilized within twelve (12) weeks following the birth or adoption of a child. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, unpaid personal leave and holiday. Bargaining employees should review their CBA (if applicable) and contact Human Resources.

An employee is eligible for paid parental leave once within a rolling twelve (12) month period. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to utilize the appropriate provisions of this procedural guideline.

Documentation

Eligible employees must submit a completed *leave request form* to Human Resources at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible; employees must submit a leave request form to Human Resources as soon as possible.

Eligible employees will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FML will govern (see section 11.07). The medical documentation must be completed and signed by the individual's health care provider.

Eligible employees will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

11.10 Military Leave

The County supports employees who volunteer or are called to active military service. Military leaves are governed by federal and Ohio law and will be treated in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave

Under Ohio law, employees who are members of the Ohio National Guard, the Ohio defense corps, the Ohio naval militia, or any reserve component of the United States armed forces are entitled to a paid leave of absence not to exceed twenty-two (22) workdays in any one (1) calendar year. The leave can be continuous or intermittent.

Unpaid Military Leave

Under federal law, employees who are members of the United States armed forces shall be granted up to five (5) years of unpaid military leave with reinstatement rights to serve in the armed forces. The five (5) year maximum may be extended in certain cases, consistent with applicable law.

An employee on unpaid military leave of thirty (30) days or less may continue their healthcare benefits by directly paying the employee's portion of their health insurance premium. An employee on unpaid military leave longer than thirty (30) days will be provided information on continuation of benefits for up to twenty-four (24) months at the employee's expense (see section 10.11).

An employee on unpaid military leave may use vacation leave or exchange/compensatory time to cover part or all of their military leave.

An employee returning from unpaid military leave must apply for reinstatement within the timeframe established by applicable law. The County will promptly reinstate the employee in the position they would have attained had they not been on unpaid military leave and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority.

Requesting Paid or Unpaid Military Leave

An employee seeking military leave (paid or unpaid) should contact Human Resources as soon as possible. Any supervisor or department director who becomes aware of an employee's possible need for military leave should immediately notify Human Resources.

12 MISCELLANEOUS

12.01 Personnel Information and Privacy

The County is committed to treating personal information about employees as sensitive and respects the need to protect each employee's privacy. Human Resources manages and maintains official personnel records for all County Executive employees. Personnel records may be in the form of paper, digital, or microfiche.

Access

Personnel files are stored in secured areas (e.g., within locked file cabinets, on secure computer servers). Authorized supervisors may review their employees' personnel files, in coordination with Human Resources. Employees are granted access to their own personnel file and records in accordance with the procedures outlined herein.

Medical information about employees is maintained separately from other records. Access to medical information is restricted to appropriate Human Resources and Law Department employees on a need-to-know basis.

Handling Personnel Information

If an individual requests copies of information in an employee's personnel file, Human Resources will make copies of the information and will work with the appropriate authority to distribute the copies to the requesting party. Copies may be redacted, consistent with applicable law. When practical, Human Resources will notify an employee when information from their personnel file is provided to a third party.

Questions or issues about the application or enforcement of these security measures should be addressed to the Director of Human Resources and/or the Director of Law.

Employees' Access to Information

Employees may review information contained in their personnel file during non-working time (e.g., breaks, lunch, before or after work). All reasonable and timely requests for access to personal information will be honored on employees' own time (e.g., paid time off).

Employees interested in reviewing the contents of their personnel file shall contact Human Resources and provide at least two (2) working days' notice of their desire to schedule a mutually convenient time for an appointment.

Accuracy of Information

To ensure that personnel files are up to date and contain accurate, complete information, employees must notify Human Resources of any change in their personal information. It is the responsibility of employees to notify Human Resources of any changes in the following, within one (1) month of the event, by making updates in Employee Self Service:

- Legal name
- Telephone number(s)
- Home address
- Marital status
- Number of dependents
- Beneficiary designations
- Scholastic achievements, other awards or certifications
- Emergency contacts

It is in the employee's interest to keep records of acquired new skills or experience, if the employee wants those records to be reviewed for any job advancements.

In addition, the County may initiate personal information updates by requiring all employees to review and verify their personal information on file.

Additions, Deletions or Changes

Employees may request corrections or deletions of information in their personnel records, as appropriate, to Human Resources. Human Resources ordinarily checks with the department director where the record originated, if applicable, and with the Director of Law as to any public record restrictions. Human Resources will notify the employee, in writing, as to whether the requested amendment will be made. A copy of the written response will be included in the employee's record.

12.02 Recording of Conversations

The County has established the following guidelines for the recording of conversations concerning County business. This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the public, including, but not limited to, public hearings. Any violation of this policy could result in disciplinary action.

County employees shall not record any conversations involving the discussion of County business unless at least one of the following applies:

- The Director of Law or designee authorizes in writing an employee to record a conversation;
- All parties first consent in writing; or
- The department director, with the approval of the Director of Law, authorizes recording as a standard course of business in the interest of the public (e.g., all telephone calls to the 696-KIDS hotline and 911 calls are recorded).

12.03 Workplace Search

The County has the right to conduct investigations pertaining to security or work-related matters. During these investigations, authorized personnel may request that employees open for inspection any package, bag, container or vehicle brought into or taken from the County premises. In addition, work areas (e.g., desks, files, computers, cabinets and lockers) are County property and may be subject to search when the County reasonably suspects a policy violation has occurred. Failure to cooperate with an investigation or search is a violation of County guidelines and the employee may be subject to disciplinary action.

This does not apply to inspections of work areas to locate documents or information when an employee is unavailable. The County reserves the right to conduct such inspections and retrieve documents, other work materials, information, etc., based upon operational needs.

A supervisor, department director or Human Resources may question employees and/or search any personal property or any area from which the County conducts business, including any/all spaces, facilities and/or vehicles leased by the County, when there are reasonable grounds for suspecting that the search will enable the County to:

- safeguard another employee's safety or property
- safeguard a County customer or their property
- protect County property from destruction and/or theft
- investigate possible violations of County policy
- carry out an internal workplace harassment/discrimination investigation

Some storage equipment (e.g., cabinets, lockers) may be locked to secure its contents from theft or damage. The County reserves the right to search locked storage equipment when there are reasonable grounds to do so. County management will obtain authorization from either Human Resources or Protective Services prior to conducting a workplace search.

In the event a search is initiated the following procedures will be followed:

- The employee, a supervisor, Protective Services or law enforcement, and a union steward/representative (for bargaining employees) should be notified of and present for a search. Lack of availability of any of the above will not delay or prevent a search.
- If the employee is not present during a search, Protective Services or law enforcement will be instructed to remove any locking device, if one is present. The employee can receive reimbursement for their personal lock, at a reasonable cost, if applicable. If the employee is present, Protective Services or law enforcement will direct the employee to open/grant access to the area. If the employee refuses to grant access, the lock will be removed, at the employee's expense. An employee may be responsible for any damage occurring from gaining access to areas secured by the employee.

- All property obtained from a search will be inventoried. After the inventory is complete, all observers will sign the inventory sheet. Items identified to be inappropriate for the workplace will be confiscated. The following are some items that are prohibited in the workplace:
 - drugs (without prescription in employee's name)
 - alcohol
 - guns and other weapons prohibited by law
 - pornography

This list is not exhaustive. If any of the items removed from County property violate the law, law enforcement will be contacted. Inventoried items that are confiscated may be returned to the owner for removal from County premises or in the case of County property, returned to its appropriate area(s). Employees may be subject to disciplinary action for inappropriate items brought onto County property.

County employees may periodically be required to submit to a search using a metal detector.

12.04 Health Insurance Portability and Accountability Act (HIPAA)

On occasion, the County receives Personal Health Information (PHI) relative to an employee's employment. Under the Health Insurance Portability and Accountability Act (HIPAA), the originator of the information is required to advise affected employees of how this information may be used or disclosed and how employees can receive a copy of the information being sent. The actual Privacy Notice can be obtained from the Human Resources Department and/or on the County's Intranet web page.

Types of Personal Health Information Received by the County

The following list, though not all-inclusive, represents the type of information received by the County and which may be shared as requested under Ohio law, such as through a subpoena:

- Pre-employment clearances
- Workers' Compensation documentation
- Return-to-Work testing results
- Fit-for-Duty exam results
- Substance-testing clearances
- FMLA medical certifications
- Disability accommodation documentation

Retention of Personal Health Information

The County takes reasonable precautions to protect employees' personal health information. Information received that contains genetic information or is otherwise not applicable to one's employment, benefits or required by federal, state or local law is either redacted or destroyed, consistent with the County's records retention policy.

12.05 Furlough Programs

The County may establish mandatory or voluntary furlough programs in accordance with applicable law. A furlough program involves the taking of unpaid furlough days by County employees.

12.06 Professional Licenses

Any County employee who is required, as a condition of employment, to possess and maintain in good standing, a professional license (e.g., social worker license, license to practice law, etc.) shall immediately report any change in the employee's licensure status to their department management.

12.07 Electronic Equipment and Communications Policy

The County's Electronic Equipment and Communications Policy defines the acceptable use of electronic equipment and the responsibilities of all users. Employees may access the Electronic Equipment and Communications Policy from the MyHR system or may request a copy from Human Resources.

Employees are expected to know and comply with the Electronic Equipment and Communications Policy. Employees may be subject to disciplinary action for failure to comply with this policy.

Formatted: Normal

12.08 Travel Policy

Employees may access the County's Travel Policy on the MyHR system or may request a copy from Human Resources.

Employees are expected to know and comply with the Travel Policy. Employees may be subject to disciplinary action for failure to comply with this policy.

Formatted: Normal

12.09 Other Policies

The County has and may adopt other policies that affect employees (e.g., public records policy, ~~travel policy, electronic communications and equipment policy~~). Employees are expected to know and comply with policies that apply to their employment and may be subject to disciplinary action for failure to follow these policies. In addition, employees are expected to know and comply with any policies or guidelines set by their department.