



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 29, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:**
<https://www.youtube.com/CuyahogaCounty>

****Public comment for this meeting may be submitted in writing via email to arjohnson@cuyahogacounty.us no later than 9:00 a.m. on Tuesday, June 29, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 15, 2021 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2021-0152: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. ADJOURNMENT**



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 15, 2021
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 10:01 a.m.

2. ROLL CALL

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

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

3. PUBLIC COMMENT

There were no public comments submitted.

4. APPROVAL OF MINUTES FROM THE JUNE 1, 2021 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller, and approved by unanimous vote to approve the minutes from the June 1, 2021 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2021-0144: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024; and declaring the necessity that this Resolution become immediately effective:

Reappointment

- i) Michael W. Dever

Appointment

- ii) Nichole L. English

Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2021-0144. Discussion ensued.

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

Mr. Brown introduced a proposed substitute to Resolution No. R2021-0144. Discussion ensued.

Ms. Nichole L. English addressed the Committee regarding her nomination to serve on the District One Public Works Integrating Committee. Discussion ensued.

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

In lieu of his attendance, Ms. English spoke on behalf of Mr. Michael W. Dever regarding his nomination to serve on the District One Public Works Integrating Committee.

A motion was made by Ms. Brown, seconded by Mr. Sweeney and approved by unanimous vote to accept the proposed substitute.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0144 was considered and approved by unanimous vote to be referred to the full Council agenda for passage under second reading suspension of the rules, as substituted.

- b) R2021- 0145: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Diversion Board for various terms; and declaring the necessity that this Resolution become immediately effective:

For the term 3/1/2021 – 2/29/2024

- i) Brandy Carney
- ii) William D. Mason

For the term 3/1/2021 – 2/28/2022

- iii) Akram Boutros, MD
- iv) Chief Calvin Williams

Ms. Pomerantz addressed the Committee regarding Resolution No. R2021-0145. Discussion ensued.

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

Ms. Brandy Carney, Mr. William D. Mason, and Chief Calvin Williams addressed the Committee regarding their nomination to serve on the Cuyahoga County Diversion Board. Discussion ensued.

Committee members and Councilmembers asked questions of Ms. Carney, Mr. Mason and Chief Williams pertaining to their experience, expertise and qualifications, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0145 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) R2021-0146: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms; and declaring the necessity that this Resolution become immediately effective:

Reappointment for the term 3/1/2021 – 2/29/2024

- i) Judith G. Cetina, PhD

Appointment for an unexpired term ending 8/31/2022

- ii) Matthew Rymer

Ms. Pomerantz addressed the Committee regarding Resolution No. R2021-0146. Discussion ensued.

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

Dr. Judith Cetina and Mr. Matther Rymer addressed the Committee regarding their nomination to serve on the Cuyahoga County Monument Commission. Discussion ensued.

Committee members and Councilmembers asked questions of Dr. Cetina and Mr. Rymer pertaining to their experience, expertise, and qualifications, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0146 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- d) R2021-0147: A Resolution confirming the County Executive's appointment of Loree Potash to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2021-0147. Discussion ensued.

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

Ms. Loree Potash addressed the Committee regarding her nomination to serve on the Cuyahoga County Law Library Resources Board. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Sweeney, Resolution No. R2021-0147 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.

- e) R2021-0150: A Resolution authorizing an amendment to Contract No. 454 with Medical Mutual of Ohio for stop loss insurance services for

County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Jesse Drucker, Director of Human Resources; Mr. Patrick Smock, Director of Employee Services; and Ms. Kelsey Finucan, Senior Client Executive with the Oswald Companies, addressed the Committee regarding Resolution No. R2021-0150. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Drucker, Mr. Smock and Ms. Finucan pertaining to the item, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0150 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:53 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0152

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

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

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

WHEREAS, on April 7, 2021 and June 3, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *ECM Systems Analyst*
 Number: 16471

Pay Grade: 15B/Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Administrator, Development*
Class Number: 21042
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit C: Class Title: *Senior Training Officer (HHS Training Specialist)*
Class Number: 14052
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
- Exhibit D: Class Title: *Information Systems Analyst*
Class Number: 16102
Pay Grade: 15B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list our software tools to perform the job. No change to pay grade.
- Exhibit E: Class Title: *Project Inspector*
Class Number: 18111
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Project Manager*
Class Number: 18112
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability and

general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit G: Class Title: *Senior Project Manager*
Class Number: 18113
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit H: Class Title: *Social Service Specialist*
Class Number: 13091
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit I: Class Title: *Supervisor, Training Officer (Supervisor, HHS Training Specialist)*
Class Number: 14053
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
- Exhibit J: Class Title: *Systems Analyst*
Class Number: 16101
Pay Grade: 10B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade.
- Exhibit K: Class Title: *Web Designer I*
Class Number: 16191
Pay Grade: 9B/Exempt
* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology

Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from 8 to 9 because of an increase in the equipment work requirement.

Exhibit L: Class Title: *Web Designer 2*
Class Number: 16192
Pay Grade: 11B/Exempt
* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.

Exhibit M: Class Title: *Web Maintenance Technician*
Class Number: 16021
Pay Grade: 6B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.

Proposed Deleted Classification:

Exhibit N: Class Title: *Director, Parentage, Quality Assurance Manager & Training*
Class Number: 12311
Pay Grade: 21A/Exempt
* Position has been designated as unclassified under R.C.128.11 (A), subsections (9) and (28).

Exhibit O: Class Title: *Forensic Pathologist 2*
Class Number: 17012
Pay Grade: 27A/Exempt
* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit P: Class Title: *Forensic Pathologist 3*
Class Number: 17013
Pay Grade: 28A/Exempt
* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit Q: Class Title: *ERP Enterprise Asset Management Systems Lead*
Class Number: 16322
Pay Grade: 16B/Exempt
* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted

classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit R: Class Title: *ERP HRIS Systems Lead*
Class Number: 16341
Pay Grade: 16B/Exempt
* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit S: Class Title: *ERP Procurement Systems Lead*
Class Number: 16352
Pay Grade: 16B/Exempt
* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit T: Class Title: *Examiner*
Class Number: 11071
Pay Grade: 6A/Non-Exempt
* The department no longer needs most job duties outlines in this classification. The few tasks that remain have been redistributed to other classifications in the department.

Exhibit U: Class Title: *Juvenile Mediator*
Class Number: 12161
Pay Grade: 9A/Exempt
* There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.

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: June 22, 2021

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

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: June 9, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Thomas Colaluca, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 7 and June 3, 2021, 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:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
ECM Systems Analyst 16471	15B/Exempt	Information Technology

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrator, Development 21042	17A Exempt	17A Exempt (No Change)	Development
Senior Training Officer (HHS Training Specialist) 14052	10A Exempt	10A Exempt (No Change)	Health and Human Services

PROPOSED REVISED CLASSIFICATIONS (Cont.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Information Systems Analyst 16102	15B Exempt	15B Exempt (No Change)	Information Technology
Project Inspector 18111	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Project Manager 18112	11A Exempt	11A Exempt (No Change)	Public Works
Senior Project Manager 18113	14A Exempt	14A Exempt (No Change)	Public Works
Social Service Specialist 13091	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff
Supervisor, Training Officer (Supervisor, HHS Training Specialist) 14053	12A Exempt	12A Exempt (No Change)	Health and Human Services
Systems Analyst 16101	10B Exempt	10B Exempt (No Change)	Information Technology
Web Designer 1 16191	8B Exempt	9B Exempt	Information Technology
Web Designer 2 16192	11B Exempt	11B Exempt (No Change)	Information Technology
Web Maintenance Technician 16021	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Director, Parentage, Quality Assurance Manager & Training	12321	21A/Exempt	Medical Examiner
Forensic Pathologist 2	17012	27A/Exempt	Medical Examiner
Forensic Pathologist 3	17013	28A/Exempt	Medical Examiner
ERP Enterprise Asset Management Systems Lead	16322	16B/Exempt	Information Technology
ERP HRIS Systems Lead	16341	16B/Exempt	Information Technology
ERP Procurement Systems Lead	16352	16B/Exempt	Information Technology
Examiner	11071	6A/Non-Exempt	All Departments

Juvenile Mediator	12161	9A/Exempt	Public Safety and Justice Services
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cc: Deborah Southerington, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Andria Richardson, Clerk of Council
Sheba Marshall, HR Director – Total Rewards
Deborah Johnson, HR Director - Talent Management

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16471	ECM Systems Analyst	Information Technology	Exempt	15B

Requested By:	Personnel Review Commission
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Rationale:	This new classification was created to distinguish it from the Information Systems Analyst job as there are certification requirements specific to (OnBase).
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 15B \$75,878.40 – \$106,204.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
John Scheffler, Administrator IT Applications	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Andrew Molls, Chief Technology officer	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Matthew Bender, Administrator Web and Application Development	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Gregory Sherman, Manager, Web Development and Applications	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Jim Battigaglia, Archer Consultant	3/24/2021 5/25/2021	Email MS Teams	Pay Grade Evaluation Meeting about pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ECM Systems Analyst	Class Number:	16471
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to direct and manage the activities and operations for the Enterprise Contact Management (ECM) projects and production support for OnBase or similar platforms. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

Distinguishing Characteristics

This is a technical journey level classification responsible for the administration and project execution within the ECM system. This classification works under direction of an IT manager and is expected to be fully aware of the operating policies and procedures of the work unit and to perform full range of duties assigned. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and work independently exercising judgment and initiative. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

Essential Job Functions

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

- 55% +/- 10%
- Plans, directs, and manages project development for the ECM system; performs critical analysis of customer requirements, work flows, regulation, and other business requirements; writes software code for changes to the ECM system and reviews new configuration; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.
- 15% +/- 10%
- Maintains the health of the ECM system and servers; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software; monitors usage and system health metrics to resolve issues or optimize software; works with Vendor Support to resolve any issues; develops security policy for systems.
- 25% +/- 5%
- Provides support to system end-users; identifies, tracks, troubleshoots, and resolves end-user issues; creates ECM/SQL reports; provides ECM training to end-users both employees and management; manages user access and security rights to system.
- 5% +/- 2%
- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise.

Proposed Date:

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information systems, computer science or related field with five (5) years of experience with an enterprise content management system including two (2) years using OnBase; or an equivalent combination of related training or experience.
- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA).

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including database management software (MS SQL Management Studio), email software (MS Outlook), the OnBase Platform (OnBase Configuration Studio, OnBase Web and Application Server), programming languages (C#, HTML, SQL) spreadsheet software (MS Excel), word processing and/or text editing software (MS Word, Notepad ++).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 access request forms, requirement/design documents, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, departmental policies and guidelines for software solutions.

ECM System Analyst

- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer science terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other technical staff.

Environmental Adaptability

- Work is 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
21042	Administrator, Development	Development	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Development	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Paul Herdeg – Deputy Chief Economic Development Officer	3/5/2021 3/25/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Development	Class Number:	21042
FLSA:	Exempt	Pay Grade:	17A
Dept:	Development		

Classification Function

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

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. 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.

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies

Effective Date: 04.10.2012
Last Modified: 08.08.2018

to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

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

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, urban planning, finance, or a related field with six (6) years of experience with community/housing development, economic development, or related field; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.

Administrator, Development

- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14052	Senior Training Officer	Health and Human Services and Human Resources	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14052	HHS Training Specialist	Health and Human Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
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No. of Employees Affected:	Seven (7)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brenda Payne-Riley, Manager, Training	3/15/2021 3/25/2021	Email Email	Review Draft Review Final Draft
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HHS Training Specialist	Class Number:	14052
FLSA:	Exempt	Pay Grade:	TBD
Departments:	Health and Human Services		

Classification Function

The purpose of this classification is to plan, prepare, and deliver training programs to department employees, university students, or foster parents, and to coordinate the work of university students, new-hires, and contract trainers.

Distinguishing Characteristics

This is a journey-level classification responsible for the administration of training programs and classes offered by the County for new-hires, foster parents, social workers, and university students working on their social work degree. Employees in this class 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. This class generally works under direction from the Training Officer Supervisor or Social Administrator 2.

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%
- Schedules and confirms contract trainers, new-hires, or university students; reviews for approval contracting authorizations for trainers; reviews for approval university student placements; reviews for approval proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; reviews training materials of contact trainers or new hires; reviews new-hire 360-feedback and work-shadowing evaluations.
- 35% +/- 10%
- Develops and administrates the training programs offered for county employees, foster parents, social workers, or university students; conducts and tabulates needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; designs and develops lesson plans to meet established training goals; designs and distributes marketing materials for programs; updates Process Manuals; participates in departmental meetings to discuss trainees and changing regulations.
- 20% +/- 10%
- Administers trainings for social workers, new-hires, foster parents, or university students; ensures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training by following lesson plan; analyzes training evaluation results to improve program.
- 10% +/- 5%
- Performs supporting administrative duties; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; logs hours of trainers and trainees into state-run databases; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education, social work, human resources or related field, with two (2) years of training or social work 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 office machines and equipment including a computer and multifunction printer.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives
- Ability to comprehend a variety of informational documents including monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, related legal, and counseling , terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, 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
16102	Information Systems Analyst	Information Technology	Exempt	15B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16102	Information Systems Analyst	Information Technology	Exempt	15B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list out software tools to perform the job. No change to pay grade.
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No. of Employees Affected:	Nine (9)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Debbie Davtovich, Administrator, Web and Applications Development	1/27/2021 2/10/2021 2/19/2021 3/11/2021	MS Teams Email Email Email	Discuss Position Review Draft Reminder Final Reminder
Thomas Petek, ERP Technical Manager	1/27/2021 2/10/2021	MS Teams Email	Discuss Position Review Draft
Andrew Molls, Chief Technology Officer	2/10/2021 2/19/2021	Email Email	Review Draft Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Information Systems Analyst	Class Number:	16102
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

Distinguishing Characteristics

This is a technical journey level classification, working under direction from the unit manager. The incumbent is expected to know the operating policies and procedures of their assigned department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of a specific information systems.

Essential Job Functions

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

- 30% +/- 10%
- Designs, plans, and executes system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals and milestones for project completion; submits project proposal to IT management for approval.
- 30% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team.
- 20% +/- 10%
- Develops solutions for user needs; configures information systems; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solution (e.g. internal database administrators, coders, business analyst); automates repetitive processes using programming languages.
- 20% +/- 10%
- Provides continued end-user support for the system; directs configuration and security requirements; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with six (6) years of computer information systems experience; 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 personal computers, servers, mainframe, printers, and scanners.

Technology Requirements

- Ability to operate a variety of software tools including email software (MS Outlook), assigned department informational system/s (e.g. SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, MS Publisher, IBM Cognos, SSRS), spreadsheet software (MS Excelword processing or script editing software (MS Word, Notepad++).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Information Systems Analyst

- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, County employees, consultants, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18111	Project Inspector	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18111	Project Inspector	Public Works	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Eleven (11)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mike Twordzydlo – Chief Section Engineer- Construction	3/25/2021 4/22/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Inspector	Class Number:	18111
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

Distinguishing Characteristics

This is an advanced-journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

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%
- Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.
- 35% +/- 10%
- Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor's construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.).
- 15% +/- 5%
- Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

Experience Required to Perform Essential Job Functions

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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 office machines and equipment including a computer, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and construction management software (Appia).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, and contractors and to maintain standards.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.

Project Inspector

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, project files, agreements, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, engineers, co-workers, employees from other local municipality service departments, 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, traffic hazards, 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
18112	Project Manager	Public Works	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18112	Project Manager	Public Works	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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No. of Employees Affected:	None (0)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Christine Petro – Section Manager Facilities	3/25/2021 3/29/2021	Email Email	Sent Draft for Review Clarification Regarding Issue
Nichole English – Administrator, Planning and Programming	3/25/2021 3/29/2021 4/12/2021 4/23/2021 4/30/2021	Email Email Email Email Email	Sent Draft for Review Clarification Regarding Issue Reminder Final Reminder Follow Up Questions
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Manager	Class Number:	18112
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, manage, and coordinate tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management 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 general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

Essential Job Functions

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

- 30% +/- 10%
- Assists in preparing documents (e.g., drawings, specifications, reports, cost estimates, agreements, etc.) as needed for projects and the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies.
- 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff.
- 20% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff.
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Administrators; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; performs site visits and inspections; arranges, directs, and documents project review meetings; responds to general comments from the public.

Project Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in civil engineering, architecture, business administration, or a related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine calculations involving statistics, basic algebra, and geometry.

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 invoices, architecture and engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Project Manager

guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.

- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architecture, engineering, land use, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, staff, attorneys, engineers, other County employees, , consultants, 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, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, 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
18113	Senior Project Manager	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18113	Senior Project Manager	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Christine Petro – Section Manager Facilities	3/25/2021 3/29/2021	Email Email	Sent Draft for Review Clarification Regarding Issue
Nichole English – Administrator, Planning and Programming	3/25/2021 3/29/2021 4/12/2021 4/23/2021 4/30/2021	Email Email Email Email Email	Sent Draft for Review Clarification Regarding Issue Reminder Final Reminder Follow Up Questions
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Project Manager	Class Number:	18113
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a Chief Section Engineer or Chief Section Architect and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

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, executes, and manages multiple aspects of design, construction and maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry standards, and required laws; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget.
- 30% +/- 10%
 - Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares and/or reviews bid specifications for County projects; conducts preconstruction and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for

Senior Project Manager

adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies.

10% +/- 5%

- Performs supporting administrative responsibilities; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering, architecture, business administration, or a related field with six (6) years of related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Valid driver's license, proof of automobile insurance, and a vehicle.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

Mathematical Ability

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

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 RFPs, RFQs, contracts, budgets, construction and building permits, invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, Ohio Building Codes, EPA codes, ADA guidelines, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.

Senior Project Manager

- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, other County agencies, local agencies, directors, consultants, other County 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, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, 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
13091	Social Service Specialist	Sheriff's Department	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13091	Social Service Specialist	Sheriff's Department	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Zero (0)
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Ronda Gibson – Administrator of Corrections	2/19/2021 3/9/2021 3/17/2021 3/30/2021	Email Email Email Email	Sent draft for review Reminder Final Reminder Confirmation of changes
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Service Specialist	Class Number:	13091
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to facilitate and coordinate communications, support, and provision of social services to meet inmates' needs.

Distinguishing Characteristics

This is an entry-level social work classification with responsibility for acting as a liaison for inmates, making referrals to social services and educational groups, and maintaining related documentation. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

- 50% +/- 10%
- Facilitates and coordinates communications, support, and social services for inmates; conducts face-to-face meetings with inmates; conducts rounds to assigned floors; responds to inmates' requests for services which may include researching court information, initiating social service/miscellaneous referrals, or phone calls to internal and external individuals (e.g., attorneys, court staff, etc.); initiates timely collaborations for inmate situations (e.g. death in the family, medical issues, concerns with court cases, etc.); acts as a liaison between inmates, their attorneys, caseworkers, probation/parole officers, and others as appropriate.
- 30% +/- 10%
- Makes referrals for inmates; reviews all available jail management information (e.g. classification screenings) to understand inmates' needs; meets with inmates to gather necessary information to assist with pending court cases and/or coordinate referrals to internal or external resources for identified service needs.
- 10% +/- 5%
- Facilitates support and educational groups (e.g., jail adjustment/orientation, etc.) for inmates as directed by Jail Administration; documents services provided.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles monthly statistics (number of referrals, participation in support groups, etc.) and creates reports; performs notary services as needed for inmates.

Social Service Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social services, humanities, or a related field and one (1) year of experience in social work or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain licensure as a Notary in the State of Ohio within 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 a computer and multifunction printer.
- Ability to walk and climb stairs within the correctional facility without assistance.

Technology Requirements

- Ability to operate a variety of software and databases including electronic mail software (MS Outlook), internet browser (Google Chrome, Internet Explorer, etc.), PDF Reader (Nitro, Adobe Acrobat Reader), spreadsheet software (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a inmate request forms, court paperwork, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures manuals, and court proceedings.
- Ability to prepare monthly statistical forms, memos, documents, emails, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to provide support, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret basic legal terminology and language.

Social Service Specialist

- Ability to communicate with inmates, medical/mental health professionals, criminal justice liaisons, attorneys, caseworkers, supervisors, and court personnel.

Environmental Adaptability

- Work is typically performed in jail facilities and entails working in areas where inmates are housed and/or located. Security staff may be in close proximity but will not accompany while most inmate interaction is held.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14053	Supervisor, Training Officer	Human Resources and Human Services	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14053	Supervisor, HHS Training Specialist	Health and Human Services	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification was last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brenda Payne-Riley, Manager, Training	3/25/2021	Email	Review Final Draft
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, HHS Training Specialist	Class Number:	14053
FLSA:	Exempt	Pay Grade:	12A
Departments:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise training officers and new-hire staff (i.e. Social Service Workers, EFS Specialists, Support Officers) during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

50% +/- 10%

- Supervises and directs the work of HHS Training Specialist and new-hire during their first 90-day training period; 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.

45% +/- 10%

- Administers training program activities for department employees, university students, and/or foster parents; determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the county.

5% +/- 2%

- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies regarding training needs; delivers speeches and prepares correspondence.

Effective Date: 08.03.2006
Last Modified: 04.14.2014

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education or human resources with five (5) years of training or social work 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 personal computers and peripheral equipment.
- Ability to operate audio-visual equipment.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including memos, training literature, training plans, performance evaluations, curriculum descriptions, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, curriculum descriptions, training needs analysis, monthly reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Supervisor, HHS Training Specialist

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and human resources terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16101	Systems Analyst	Information Technology	Exempt	10B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16101	Systems Analyst	Information Technology	Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Alan Kilgore, Administrator, Infrastructure and Operations	2/19/2021	Email	Review Draft
Jeremy Mio, Information Security Officer	2/19/2021	Email	Review Draft
Richard Schmittgen, Manager, Web and Application Development	2/19/2021	Email	Review Draft
Matthew Bender, Administrator, Web and Application Development	2/19/2021	Email	Review Draft
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Systems Analyst	Class Number:	16101
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

Distinguishing Characteristics

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and personnel.

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%
- Designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements.
- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated
- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.
- 20% +/- 10%
- Assists development of system solutions; writes SQL scripts to extract data for analysis and system testing; write technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues.
- 5% +/- 2%
- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

Systems Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any 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 personal computers, mainframe computer, modems, hard drives, printers, and scanners.

Technology Requirements

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g. Cuyahoga County Judicial Information System, Milestone), database software (SQL Server, Oracle, MS Access), email software (MS Outlook), IT support ticket software (Cherwell), spreadsheet software (MS Excel), structured query language (T-SQL, PL/SQL), word processing or script editing software (MS Word, Notepad++).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis and visualizations including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, database sets, user reports, computer periodicals, hardware and software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, 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 computer system terminology and computer programming languages.

Systems Analyst

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16191	Web Designer 1	Information Technology	Exempt	8B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16191	Web Designer 1	Information Technology	Exempt	9B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from an 8 to a 9 because of an increase in the equipment work requirement.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 8B: \$48,900.80 – \$68,473.60 PG 9B: \$52,769.60 – \$73,860.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Designer 1	Class Number:	16191
FLSA:	Exempt	Pay Grade:	9B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from the Administrator, Web and Applications Development. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus programming and the back-office infrastructure.

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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree information technology, graphic art/design, or a related field with two (2) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML and CSS; or an equivalent combination of education, training, and experience.

Additional Requirements

Effective Date: 09.11.2012
Last Modified: 12.10.2015

Web Designer 1

- 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 multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including integrated development software (MS Visual Studios, GIT, graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSSweb-content management software (Sitefinity or similar CMS, wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance guidelines, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret videography and audio visual terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Web Designer 1

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
16192	Web Designer 2	Information Technology	Exempt	11B

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16192	Web Designer 2	Information Technology	Exempt	11B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Designer 2	Class Number:	16192
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is technical, journey level classification, working under direction from the Administrator, Web and Applications Development. This position is distinguished from Web Designer 1 in that this position receives instruction or assistance only as unusual situations arise. This position is fully responsible for projects taken on and is expected to exercise independent judgment and initiative to complete those projects using established standards and best practices. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus the programming and back-office infrastructure.

Essential Job Functions

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

75% +/- 10%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML or CSS; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Effective Date: 09.11.2012
Last Modified: 12.10.2015

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe Photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSS, web-content, management software (Sitefinity or similar CMS), wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Environmental Adaptability

- Work is typically performed in an office environment.

Web Designer 2

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
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Maintenance Technician	Class Number:	16021
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide web maintenance services for the County using technologies that conform to the Information Technology Department standards.

Distinguishing Characteristics

This is an entry level classification responsible for updating website content including text and images, using web content management software. This class works under general supervision of the Administrator, Web & Applications Development. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. The web maintenance technician is distinguished from the designer series where this class is responsible for basic web page updates versus creating and building websites and implementing front end design.

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%
- Updates websites for County agencies; meets with clients or exchanges emails to determine web update requirements; uses various back-office applications to update data for internal or external websites; enters data into Content Management Software (CMS).
- 40% +/- 10%
- Follows maintenance procedures for receiving, processing, and completing web maintenance requests; makes PDF forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; adds video and audio links to websites; updates HTML code and edits photos and images using Adobe Photoshop or software.
- 10% +/- 5%
- Troubleshoots and debugs errors on web pages; updates and saves files to Portable Document Format (pdf); directs related IT problems to the correct IT support staff.
- 10% +/- 5%
- Performs administrative duties to support the department; meets with web designers for general guidance on tasks, priorities and assignments,; provides answers to inquiries from County departments

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of experience that includes website maintenance and various software used for website design and graphical editing software (e.g. Adobe Photoshop); 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 a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software tools including web content management software (Sitefinity or similar CMS), email software (MS Outlook), graphics editing software (Adobe Photoshop), presentation software (MS PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and 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 requests to post various departmental documents to their website, calendars, and webpage programming code.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, the Employee Handbook, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms, 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 computer code terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers, and work groups members.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12321	Director, Parentage, Quality Assurance Manager & Training	Medical Examiner's Office	Exempt	21A

Requested By:	Personnel Review Commission
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Rationale:	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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Management Contact(s):	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Parentage, Quality Assurance Manager & Training	Class Number:	12321
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Medical Examiner and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 25% +/- 10%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.

- 20% +/- 10%
- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; 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; develops and implements competency testing; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; 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; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical and probability analysis.

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 analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, 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, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17012	Forensic Pathologist 2	Medical Examiner's Office	Exempt	27A

Requested By:	Personnel Review Commission
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Rationale:	Position has been Designated as unclassified under R.C 128.11 (A), subsections (9) and (28)
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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Management Contact(s):	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

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%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

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

Mathematical Ability

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

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.

Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- 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 (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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
17013	Forensic Pathologist 3	Medical Examiner's Office	Exempt	28A

Requested By:	Personnel Review Commission
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Rationale:	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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Management Contact(s):	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

Essential Job Functions

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

50% +/- 10%

- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

15% +/- 5%

- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.

10% +/- 5%

- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Effective Date: 07.28.2014
Last Modified: 02.26.2020

Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, 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 training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- 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 to perform high school level algebra, geometry, and trigonometry.

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 case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- 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 (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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
16322	ERP Enterprise Asset Management Systems Lead	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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Management Contact(s):	Jack Rhyne, DCIO, ERP Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Enterprise Asset Management Systems Lead	Class Number:	16322
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.

25% +/- 10%

- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

ERP Enterprise Asset Management Systems Lead

15% +/- 10%

- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

ERP Enterprise Asset Management Systems Lead

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16341	ERP HRIS Systems Lead	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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Management Contact(s):	Jack Rhyne, DCIO, ERP Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP HRIS Systems Lead	Class Number:	16341
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.

25% +/- 10%

- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP HR modules.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for

proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16352	ERP Procurement Systems Lead	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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Management Contact(s):	Jack Rhyne, DCIO, ERP Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Procurement Systems Lead	Class Number:	16352
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.

25% +/- 10%

- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11071	Examiner	All Departments	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs most job duties outlined in this classification. The few tasks that remain have been redistributed to other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tamara Mearig, Manager, HR Kelli Neale, Program Officer 4
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Management Contact(s):	Arnell Hurt, Social Program Administrator 5
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Examiner	Class Number:	11071
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to review and analyze information to assist with audit functions.

Distinguishing Characteristics

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 65% +/- 10%
 - Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
- 35% +/- 10%
 - Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Examiner

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12161	Juvenile Mediator	Public Safety and Justice Services	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justice Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Hadiya Williams, Human Resources Manager
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Management Contact(s):	Alex Pellom, Director, Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Juvenile Mediator	Class Number:	12161
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.
- Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

Additional Requirements for all levels

No special license or certification is required.

Juvenile Mediator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law.
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3rd party custody, transmittal sheet, 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 legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT A

Class Title:	ECM Systems Analyst	Class Number:	16471
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to direct and manage the activities and operations for the Enterprise Contact Management (ECM) projects and production support for OnBase or similar platforms. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

Distinguishing Characteristics

This is a technical journey level classification responsible for the administration and project execution within the ECM system. This classification works under direction of an IT manager and is expected to be fully aware of the operating policies and procedures of the work unit and to perform full range of duties assigned. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and work independently exercising judgment and initiative. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

Essential Job Functions

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

55% +/- 10%

- Plans, directs, and manages project development for the ECM system; performs critical analysis of customer requirements, work flows, regulation, and other business requirements; writes software code for changes to the ECM system and reviews new configuration; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.

15% +/- 10%

- Maintains the health of the ECM system and servers; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software; monitors usage and system health metrics to resolve issues or optimize software; works with Vendor Support to resolve any issues; develops security policy for systems.

25% +/- 5%

- Provides support to system end-users; identifies, tracks, troubleshoots, and resolves end-user issues; creates ECM/SQL reports; provides ECM training to end-users both employees and management; manages user access and security rights to system.

5% +/- 2%

- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise.

Proposed Date:

ECM System Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information systems, computer science or related field with five (5) years of experience with an enterprise content management system including two (2) years using OnBase; or an equivalent combination of related training or experience.
- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA).

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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including database management software (MS SQL Management Studio), email software (MS Outlook), the OnBase Platform (OnBase Configuration Studio, OnBase Web and Application Server), programming languages (C#, HTML, SQL) spreadsheet software (MS Excel), word processing and/or text editing software (MS Word, Notepad ++).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 access request forms, requirement/design documents, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, departmental policies and guidelines for software solutions.

ECM System Analyst

- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer science terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other technical staff.

Environmental Adaptability

- Work is performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT B

Class Title:	Administrator, Development	Class Number:	21042
FLSA:	Exempt	Pay Grade:	17A
Dept:	Development		

Classification Function

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

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. 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.

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies

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Last Modified: 08.08.2018

to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

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

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, urban planning, finance, or a related field with six (6) years of experience with community/housing development, economic development, or related field; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.

Administrator, Development

- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT C

Class Title:	HHS Training Specialist	Class Number:	14052
FLSA:	Exempt	Pay Grade:	TBD
Departments:	Health and Human Services		

Classification Function

The purpose of this classification is to plan, prepare, and deliver training programs to department employees, university students, or foster parents, and to coordinate the work of university students, new-hires, and contract trainers.

Distinguishing Characteristics

This is a journey-level classification responsible for the administration of training programs and classes offered by the County for new-hires, foster parents, social workers, and university students working on their social work degree. Employees in this class 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. This class generally works under direction from the Training Officer Supervisor or Social Administrator 2.

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%
- Schedules and confirms contract trainers, new-hires, or university students; reviews for approval contracting authorizations for trainers; reviews for approval university student placements; reviews for approval proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; reviews training materials of contact trainers or new hires; reviews new-hire 360-feedback and work-shadowing evaluations.

- 35% +/- 10%
- Develops and administrates the training programs offered for county employees, foster parents, social workers, or university students; conducts and tabulates needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; designs and develops lesson plans to meet established training goals; designs and distributes marketing materials for programs; updates Process Manuals; participates in departmental meetings to discuss trainees and changing regulations.

- 20% +/- 10%
- Administers trainings for social workers, new-hires, foster parents, or university students; ensures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training by following lesson plan; analyzes training evaluation results to improve program.

- 10% +/- 5%
- Performs supporting administrative duties; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; logs hours of trainers and trainees into state-run databases; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education, social work, human resources or related field, with two (2) years of training or social work 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 office machines and equipment including a computer and multifunction printer.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives
- Ability to comprehend a variety of informational documents including monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, related legal, and counseling , terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT D

Class Title:	Information Systems Analyst	Class Number:	16102
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

Distinguishing Characteristics

This is a technical journey level classification, working under direction from the unit manager. The incumbent is expected to know the operating policies and procedures of their assigned department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of a specific information systems.

Essential Job Functions

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

- 30% +/- 10%
- Designs, plans, and executes system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals and milestones for project completion; submits project proposal to IT management for approval.

- 30% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team.

- 20% +/- 10%
- Develops solutions for user needs; configures information systems; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solution (e.g. internal database administrators, coders, business analyst); automates repetitive processes using programming languages.

- 20% +/- 10%
- Provides continued end-user support for the system; directs configuration and security requirements; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

Information Systems Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with six (6) years of computer information systems experience; 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 personal computers, servers, mainframe, printers, and scanners.

Technology Requirements

- Ability to operate a variety of software tools including email software (MS Outlook), assigned department informational system/s (e.g. SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, MS Publisher, IBM Cognos, SSRS), spreadsheet software (MS Excelword processing or script editing software (MS Word, Notepad++).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Effective Date: 1997
Last Modified: 06.02.2014

Information Systems Analyst

- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, County employees, consultants, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT E

Class Title:	Project Inspector	Class Number:	18111
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

Distinguishing Characteristics

This is an advanced-journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

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%
 - Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.
- 35% +/- 10%
 - Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor's construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.).
- 15% +/- 5%
 - Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

Experience Required to Perform Essential Job Functions

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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 office machines and equipment including a computer, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and construction management software (Appia).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, and contractors and to maintain standards.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.

Project Inspector

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, project files, agreements, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, engineers, co-workers, employees from other local municipality service departments, 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, traffic hazards, 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

EXHIBIT F

Class Title:	Project Manager	Class Number:	18112
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, manage, and coordinate tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management 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 general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

Essential Job Functions

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

- Assists in preparing documents (e.g., drawings, specifications, reports, cost estimates, agreements, etc.) as needed for projects and the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies. 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff. 30% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff. 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Administrators; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; performs site visits and inspections; arranges, directs, and documents project review meetings; responds to general comments from the public. 20% +/- 10%

Project Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in civil engineering, architecture, business administration, or a related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine calculations involving statistics, basic algebra, and geometry.

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 invoices, architecture and engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Project Manager

guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.

- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architecture, engineering, land use, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, staff, attorneys, engineers, other County employees, , consultants, 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, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, 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

EXHIBIT G

Class Title:	Senior Project Manager	Class Number:	18113
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a Chief Section Engineer or Chief Section Architect and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

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, executes, and manages multiple aspects of design, construction and maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry standards, and required laws; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget.

30% +/- 10%

- Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares and/or reviews bid specifications for County projects; conducts preconstruction and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Senior Project Manager

adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies.

10% +/- 5%

- Performs supporting administrative responsibilities; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering, architecture, business administration, or a related field with six (6) years of related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Valid driver's license, proof of automobile insurance, and a vehicle.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

Mathematical Ability

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

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 RFPs, RFQs, contracts, budgets, construction and building permits, invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, Ohio Building Codes, EPA codes, ADA guidelines, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.

Senior Project Manager

- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, other County agencies, local agencies, directors, consultants, other County 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, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT H

Class Title:	Social Service Specialist	Class Number:	13091
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to facilitate and coordinate communications, support, and provision of social services to meet inmates' needs.

Distinguishing Characteristics

This is an entry-level social work classification with responsibility for acting as a liaison for inmates, making referrals to social services and educational groups, and maintaining related documentation. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

50% +/- 10%

- Facilitates and coordinates communications, support, and social services for inmates; conducts face-to-face meetings with inmates; conducts rounds to assigned floors; responds to inmates' requests for services which may include researching court information, initiating social service/miscellaneous referrals, or phone calls to internal and external individuals (e.g., attorneys, court staff, etc.); initiates timely collaborations for inmate situations (e.g. death in the family, medical issues, concerns with court cases, etc.); acts as a liaison between inmates, their attorneys, caseworkers, probation/parole officers, and others as appropriate.

30% +/- 10%

- Makes referrals for inmates; reviews all available jail management information (e.g. classification screenings) to understand inmates' needs; meets with inmates to gather necessary information to assist with pending court cases and/or coordinate referrals to internal or external resources for identified service needs.

10% +/- 5%

- Facilitates support and educational groups (e.g., jail adjustment/orientation, etc.) for inmates as directed by Jail Administration; documents services provided.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles monthly statistics (number of referrals, participation in support groups, etc.) and creates reports; performs notary services as needed for inmates.

Social Service Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social services, humanities, or a related field and one (1) year of experience in social work or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain licensure as a Notary in the State of Ohio within 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 a computer and multifunction printer.
- Ability to walk and climb stairs within the correctional facility without assistance.

Technology Requirements

- Ability to operate a variety of software and databases including electronic mail software (MS Outlook), internet browser (Google Chrome, Internet Explorer, etc.), PDF Reader (Nitro, Adobe Acrobat Reader), spreadsheet software (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a inmate request forms, court paperwork, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures manuals, and court proceedings.
- Ability to prepare monthly statistical forms, memos, documents, emails, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to provide support, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret basic legal terminology and language.

Social Service Specialist

- Ability to communicate with inmates, medical/mental health professionals, criminal justice liaisons, attorneys, caseworkers, supervisors, and court personnel.

Environmental Adaptability

- Work is typically performed in jail facilities and entails working in areas where inmates are housed and/or located. Security staff may be in close proximity but will not accompany while most inmate interaction is held.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT I

Class Title:	Supervisor, HHS Training Specialist	Class Number:	14053
FLSA:	Exempt	Pay Grade:	12A
Departments:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise training officers and new-hire staff (i.e. Social Service Workers, EFS Specialists, Support Officers) during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 50% +/- 10%

Supervises and directs the work of HHS Training Specialist and new-hire during their first 90-day training period; 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.
- 45% +/- 10%

Administers training program activities for department employees, university students, and/or foster parents; determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the county.
- 5% +/- 2%

Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies regarding training needs; delivers speeches and prepares correspondence.

Effective Date: 08.03.2006
Last Modified: 04.14.2014

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education or human resources with five (5) years of training or social work 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 personal computers and peripheral equipment.
- Ability to operate audio-visual equipment.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including memos, training literature, training plans, performance evaluations, curriculum descriptions, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, curriculum descriptions, training needs analysis, monthly reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and human resources terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT J

Class Title:	Systems Analyst	Class Number:	16101
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

Distinguishing Characteristics

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and personnel.

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%
- Designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements.

- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated

- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.

- 20% +/- 10%
- Assists development of system solutions; writes SQL scripts to extract data for analysis and system testing; write technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues.

- 5% +/- 2%
- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

Effective Date: 03.30.2005
 Last Modified: 06.02.2014

Systems Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any 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 personal computers, mainframe computer, modems, hard drives, printers, and scanners.

Technology Requirements

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g. Cuyahoga County Judicial Information System, Milestone), database software (SQL Server, Oracle, MS Access), email software (MS Outlook), IT support ticket software (Cherwell), spreadsheet software (MS Excel), structured query language (T-SQL, PL/SQL), word processing or script editing software (MS Word, Notepad++).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis and visualizations including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, database sets, user reports, computer periodicals, hardware and software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, 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 computer system terminology and computer programming languages.

Systems Analyst

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT K

Class Title:	Web Designer 1	Class Number:	16191
FLSA:	Exempt	Pay Grade:	9B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from the Administrator, Web and Applications Development. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus programming and the back-office infrastructure.

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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree information technology, graphic art/design, or a related field with two (2) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML and CSS; or an equivalent combination of education, training, and experience.

Additional Requirements

Effective Date: 09.11.2012
Last Modified: 12.10.2015

Web Designer 1

- 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 multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including integrated development software (MS Visual Studios, GIT, graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSSweb-content management software (Sitefinity or similar CMS, wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance guidelines, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret videography and audio visual terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Web Designer 1

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT L

Class Title:	Web Designer 2	Class Number:	16192
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is technical, journey level classification, working under direction from the Administrator, Web and Applications Development. This position is distinguished from Web Designer 1 in that this position receives instruction or assistance only as unusual situations arise. This position is fully responsible for projects taken on and is expected to exercise independent judgment and initiative to complete those projects using established standards and best practices. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus the programming and back-office infrastructure.

Essential Job Functions

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

75% +/- 10%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML or CSS; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Effective Date: 09.11.2012
Last Modified: 12.10.2015

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe Photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSS, JavaScript), content management software (Sitefinity or similar CMS), wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Environmental Adaptability

- Work is typically performed in an office environment.

Web Designer 2

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION **EXHIBIT M**

Class Title:	Web Maintenance Technician	Class Number:	16021
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide web maintenance services for the County using technologies that conform to the Information Technology Department standards.

Distinguishing Characteristics

This is an entry level classification responsible for updating website content including text and images, using web content management software. This class works under general supervision of the Administrator, Web & Applications Development. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. The web maintenance technician is distinguished from the designer series where this class is responsible for basic web page updates versus creating and building websites and implementing front end design.

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%

- Updates websites for County agencies; meets with clients or exchanges emails to determine web update requirements; uses various back-office applications to update data for internal or external websites; enters data into Content Management Software (CMS).

40% +/- 10%

- Follows maintenance procedures for receiving, processing, and completing web maintenance requests; makes PDF forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; adds video and audio links to websites; updates HTML code and edits photos and images using Adobe Photoshop or software.

10% +/- 5%

- Troubleshoots and debugs errors on web pages; updates and saves files to Portable Document Format (pdf); directs related IT problems to the correct IT support staff.

10% +/- 5%

- Performs administrative duties to support the department; meets with web designers for general guidance on tasks, priorities and assignments; provides answers to inquiries from County departments

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of experience that includes website maintenance and various software used for website design and graphical editing software (e.g. Adobe Photoshop); or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Web Maintenance Technician

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 multifunction printer.

Technology Requirements

- Ability to operate a variety of software tools including web content management software (Sitefinity or similar CMS), email software (MS Outlook), graphics editing software (Adobe Photoshop), presentation software (MS PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and 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 requests to post various departmental documents to their website, calendars, and webpage programming code.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, the Employee Handbook, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms, 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 computer code terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers, and work groups members.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT N

Class Title:	Director, Parentage, Quality Assurance Manager & Training	Class Number:	12321
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Medical Examiner and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

25% +/- 10%

- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.

20% +/- 10%

- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; 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; develops and implements competency testing; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; 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; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical and probability analysis.

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 analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, 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, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT O

Class Title:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

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.

- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
60% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
20% +/- 10%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
10% +/- 5%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.
5% +/- 2%

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

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

Mathematical Ability

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

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.

Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- 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 (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT P

Class Title:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

Essential Job Functions

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

- 50% +/- 10%
 - Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 15% +/- 5%
 - Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.
- 10% +/- 5%
 - Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Effective Date: 07.28.2014
Last Modified: 02.26.2020

Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, 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 training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- 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 to perform high school level algebra, geometry, and trigonometry.

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 case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- 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 (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT Q

Class Title:	ERP Enterprise Asset Management Systems Lead	Class Number:	16322
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.

25% +/- 10%

- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

ERP Enterprise Asset Management Systems Lead

15% +/- 10%

- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

ERP Enterprise Asset Management Systems Lead

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT R

Class Title:	ERP HRIS Systems Lead	Class Number:	16341
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.

- 25% +/- 10%
- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP HR modules.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for

proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT S

Class Title:	ERP Procurement Systems Lead	Class Number:	16352
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.

25% +/- 10%

- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT T

Class Title:	Examiner	Class Number:	11071
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to review and analyze information to assist with audit functions.

Distinguishing Characteristics

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 65% +/- 10%
 - Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
- 35% +/- 10%
 - Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Examiner

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT U

Class Title:	Juvenile Mediator	Class Number:	12161
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.
- Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

Additional Requirements for all levels

No special license or certification is required.

Juvenile Mediator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law.
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3rd party custody, transmittal sheet, 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 legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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

Posted on 4/1/2021 and 5/27/2021.

<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>					
ECM Systems Analyst	16471	N/A	15B/Exempt	Information Technology	This new classification was created to distinguish it from the Information Systems Analyst job as there are certification requirements specific to (OnBase).
<u>REVISED</u>					
Administrator, Development	21042	17A Exempt	17A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Training Officer (HHS Training Specialist)	14052	10A Exempt	10A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
Information Systems Analyst	16102	15B Exempt	15B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list out software tools to perform the job. No change to pay grade.
Project Inspector	18111	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Project Manager	18112	11A Exempt	11A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Project Manager	18113	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

Social Service Specialist	13091	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff	PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Supervisor, Training Officer (Supervisor, HHS Training Specialist)	14053	12A Exempt	12A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification was last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
Systems Analyst	16101	10B Exempt	10B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade
Web Designer 1	16191	8B Exempt	9B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from an 8 to a 9 because of an increase in the equipment work requirement.
Web Designer 2	16192	11B Exempt	11B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.
Web Maintenance Technician	16021	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.
DELETED					
Director, Parentage, Quality Assurance Manager & Training	12321	21A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
Forensic Pathologist 2	17012	27A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
Forensic Pathologist 3	17013	28A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
ERP Enterprise Asset Management Systems Lead	16322	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

ERP HRIS Systems Lead	16341	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
ERP Procurement Systems Lead	16352	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
Examiner	11071	6A/Non-Exempt	N/A	All Departments	The department no longer needs most job duties outlined in this classification. The few tasks that remain have been redistributed to other classifications in the department.
Juvenile Mediator	12161	9A/Exempt	N/A	Public Safety and Justice Services	There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.