



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, FEBRUARY 1, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JANUARY 18, 2022 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2022-0017: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
 - b) R2022-0022: A Resolution extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective.
 - c) O2022-0002: An Uncodified Ordinance establishing a COVID-19 Testing Policy to be applicable to all County Executive Employees; and declaring the necessity that this Ordinance become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. ADJOURNMENT**

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JANUARY 18, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Baker called the meeting to order at 10:03 a.m.

2. ROLL CALL

Ms. Baker asked Clerk Richardson to call the roll. Committee members Baker, Gallagher, Miller and Sweeney were in attendance and a quorum was determined. Committee member Conwell was absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE NOVEMBER 30, 2021 MEETING

A motion was made by Ms. Baker, seconded by Mr. Sweeney, and approved by unanimous vote to approve the minutes from the November 30, 2021 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2022-0001: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2022-0001. Discussion ensued.

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

On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0001 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2022-0005: A Resolution confirming the County Executive's appointment of Paul Herdeg to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and declaring the necessity that this Resolution become immediately effective.

Mr. Paul Herdeg addressed the Committee regarding his nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.

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

Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2022-0005. Discussion ensued.

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

On a motion by Mr. Sweeney with a second by Mr. Miller, Resolution No. R2022-0005 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) R2022-0006: A Resolution confirming the County Executive's reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026; and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2022-0006. Discussion ensued.

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

Ms. Mozelle Jackson addressed the Committee regarding her nomination to serve on the Cuyahoga County Board of Developmental Disabilities. Discussion ensued.

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

On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0006 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) R2022-0010: A Resolution making an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1977 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Sheba Marshall, Interim Human Resources Director and Mr. Steffan Moody, Vice President and Global Accounts Director with Oswald Companies, addressed the Committee regarding Resolution No. R2022-0010. Discussion ensued.

Committee members asked questions of Ms. Marshall and Mr. Moody pertaining to the item, which they answered accordingly.

On a motion by Ms. Baker with a second by Mr. Miller Resolution No. R2022-0010 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) R2022-0011: A Resolution making an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1978 and all other documents consistent with

said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Marshall and Mr. Stephen Witt, Business Services Manager with Human Resources, addressed the Committee regarding Resolution No. R2022-0011. Discussion ensued.

Committee members asked questions of Ms. Marshall and Mr. Witt pertaining to the item, which they answered accordingly.

On a motion by Ms. Baker with a second by Mr. Sweeney, Resolution No. R2022-0011 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.

- f) R2022-0012: A Resolution making an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 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 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 1976 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Marshall and Mr. Witt addressed the Committee regarding Resolution No. R2022-0012. Discussion ensued.

Committee members asked questions of Ms. Marshall and Mr. Witt pertaining to the item, which they answered accordingly.

A motion was then made by Ms. Baker, seconded by Mr. Miller and approved by unanimous vote to amend, Resolution No. R2022-0012 to change the time period from "1/1/2022 - 12/31/2024" to "1/1/2022 - 12/31/2022" throughout the legislation.

On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0012 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, as amended.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Baker adjourned the meeting at 10:49 a.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0017

Sponsored by: Councilmember Baker 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 January 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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 Revised Classifications:

Exhibit A: Class Title: *Data Analyst*

Class Number: 16131
Pay Grade: 9B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions, language, and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Executive Officer*
Class Number: 10201
Pay Grade: 19A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit C: Class Title: *Senior Supervisor, Mailroom (Manager, Mailroom)*
Class Number: 10032
Pay Grade: 9A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status

Proposed Deleted Classification:

Exhibit D: Class Title: *Data Control Technician*
Class Number: 16001
Pay Grade: 4A/Non-Exempt
* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

Exhibit E: Class Title: *Early Child Care Specialist*
Class Number: 13051
Pay Grade: 7A/Non-Exempt
* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

Exhibit F: Class Title: *Employment Contract Negotiator/Evaluator*
Class Number: 19001
Pay Grade: 8A/Exempt

* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 25, 2022
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: January 6, 2022

Re: Classification Plan Administration (1/12/22 PRC Meeting)

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the January 6, 2022, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Data Analyst 16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology
Executive Officer 10201	19A Exempt	19A Exempt (No Change)	Health and Human Services
Senior Supervisor, Mailroom 10032 (Manager, Mailroom 10032)	7A Non-Exempt	9A Non-Exempt	Public Works

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Data Control Technician 16001	4A Non-Exempt	Health and Human Services
Early Child Care Program Specialist 13051	7A Non-Exempt	Health and Human Services
Employment Contract Negotiator/Evaluator 19001	8A Exempt	Health and Human Services

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16131	Data Analyst	Information Technology	Non-Exempt	9B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16131	Data Analyst	Information Technology	Non-Exempt	9B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, language, and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Four (4)
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lorenzo Rose – Manager, IT Infrastructure and Operations	10/19/2021 11/9/2021	Email Email	Class Spec Draft Review Reminder
Jim Battigaglia, Archer Consultant	12/10/2021 12/22/2021	Email Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	16131
FLSA:	Non-Exempt	Pay Grade:	9B
Departments:	Information Technology		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various county projects.

Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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.

60% +/- 10%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assists users with understanding program applications; instructs and trains users in the operation and function of new and existing systems.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (SSRS), business intelligence software (Tableau, Power BI), , IT Service Desk software (Cherwell), relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related

Data Analyst

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 communicate with management, co-workers, end-users, 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
10201	Executive Officer	Health and Human Services	Exempt	19A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10201	Executive Officer	Health and Human Services	Exempt	19A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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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):	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>
Robin Martin – Executive Officer	11/9/2021 11/30/2021	Email Email	Class Spec Draft Review Reminder
Rebekah Dorman – Executive Officer	11/9/2021	Email	Class Spec Draft Review
David Merriman – HHS Director	11/9/2021	Email	Class Spec Draft Review
Jim Battigaglia, Archer Consultant	12/3/2021 12/22/2021	Email Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Executive Officer	Class Number:	10201
FLSA:	Exempt	Pay Grade:	19A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to plan, coordinate, direct, and monitor the operations of a County department or office within the HHS agency.

Distinguishing Characteristics

This is a senior management level classification that reports directly to a Director of an HHS agency. Incumbents in this classification manage or assist with managing one of the major program divisions within the HHS agency. Incumbents participate as a member of senior management to assist in planning and coordinating agency service programs in the context of the overall human services system to ensure a variety of services are available to County citizens to meet their needs and/or to fulfill mandated functions at the state and federal level. These individuals oversee all work activities of their assigned department/office to accomplish the tasks and objectives of the department and have the responsibility of assisting with/establishing department objectives, policies, budget, and operations.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, directs, and monitors the operations of a County department or office within the HHS agency; plans, develops, and coordinates the department/office programs in conjunction with the Director and other key management staff; works to ensure that programs and services meet community needs, are in compliance with relevant federal, state, and county laws, regulations, policies, and procedures, and meet the agency’s standards for quality service; monitors and evaluates individual service programs outcomes and effectiveness; researches, develops, recommends, and implements new and revised policies, procedures, best practices, and data collection and analysis in order to effect maximum operational efficiency and efficacy of programs and ensure compliance with applicable county, state, and federal requirements; provides interpretation and clarification of applicable policies and programs of the department for administrative and line staff, and other agencies, groups, and individuals in the community; oversees the development of new programs and initiatives in response to community needs; develops or coordinates the preparation of major departmental position papers and reports for internal staff, various boards, commissions, and/or councils.

- 20% +/- 10%
- Manages the department’s fiscal operations, funding activities, and contractual services; directs and/or participates in the preparation of the department’s annual budget for programs and services; monitors expenditures and recommends/makes budget adjustments to assist with achievement of desired outcomes; oversees service delivery, budget, expenditures, and evaluation of services on grant funded contracts; develops and/or reviews content for Request for Proposals (RFPs) and Request for Quotes (RFQs); manages contracted services including reviewing contract performance and making recommendations on system improvements; writes grant proposals and completes

Executive Officer

ongoing communication with funders; completes paperwork and reports needed to apply for funding; reviews and approves invoices.

20% +/- 10%

- Supervises and directs the work of 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 department work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; responds to employee complaints and union grievances; recommends and acts on personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Serves as the department's primary point of contact with federal, state, county, community, and other human service organizations, partners, stakeholders, and committees; coordinates, assists, and/or works in conjunction with management and administrative staff at partner agencies and public systems; presents at local and national conferences and meetings; serves on job-related boards and committees; participates in advocacy for programs at the state and federal levels; plans, oversees, and/or participates in communication campaigns and community events and initiatives.

10% +/- 5%

- Performs supporting administrative functions; completes paperwork and reports needed for audits; prepares information packets needed for meetings; stays current on issues related to social program planning, related regulations, community needs, and public and private community resources; stays current on the use of technology to improve program management and service delivery.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, public administration, business, early childhood development, psychology, education, or related field with nine (9) years of related 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 and equipment including a computer and multifunction printer.

Technology Requirements

Executive Officer

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and data management software (Microsoft Access, Peerplace, etc.).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics, moderate math, and understand 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 requests for information, requests for quotes, purchase orders, contracts, budget invoices, vendor invoices, productivity reports, program evaluation reports, various monthly, semi-annual, and annual reports, meeting agendas and minutes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, state guidelines for programs, department policies and procedures, and various other policies and procedures manuals.
- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, contracts, Requests for Proposals (RFPs), press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, mental health, human services, and program-related regulatory terminology and language.

Executive Officer

- Ability to communicate effectively with staff, directors, county employees, department administrators, service providers, state and federal agencies, media, liaisons from partner agencies, businesses, and organizations, civic leaders, local union officials, 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
10032	Senior Supervisor, Mailroom	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10032	Manager, Mailroom	Public Works	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	7A: \$44,137.60 - \$61,796.80 9A: \$50,440.00 - \$70,553.60 Current employee salary does not fall within the new pay grade; adjustment required. \$1,497.60 min. adjustment to new pay grade.
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Staffing Implications:	Adjustment to be decided by Human Resources
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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>
Nichole English	7/22/2021 8/5/2021 9/2/2021 9/15/2021 11/19/2021 11/19/2021 11/19/2021 12/7/2021 12/10/2021	Email Email Phone Call Email Email Phone Call Email Email Email	Questions regarding CPQ Class Spec Draft Review Discussion regarding duties and pay grade Review of Update Class Spec Draft Set up time to call Discussion regarding pay grade Recap of conversation Notification of PG change Clarification regarding process
Kelli Neale - HR	12/7/2021 12/10/2021	Email Email	Notification of PG change Clarification regarding process
Michael Dever – PW Director	12/7/2021 12/10/2021	Email Email	Notification of PG change Clarification regarding process
Jim Battigaglia, Archer Consultant	9/15/2021 12/3/2021	Email Email	Pay grade evaluation Pay Grade evaluations after changes

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Mailroom	Class Number:	10032
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the overall operations of multiple mailroom facilities and to supervise lower-level mailroom supervisors and other staff in the distribution of mail to various County departments.

Distinguishing Characteristics

This is a manager level classification. The employee is responsible for managing the daily operations of multiple mailroom facilities and overseeing the distribution of County mail and supervising lower-level mailroom supervisors and other assigned staff. This class requires the solution of operational, technical, administrative, and management problems related to mailroom facilities and operations. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class is distinguished from the Supervisor, Mailroom in that it supervises the latter position, requires a higher level of experience, and has responsibility for overall management of the department.

Essential Job Functions

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

- 45% +/- 10%
- Directs the overall operations of multiple mailroom facilities; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; collects and corrects mail for delivery from the post office; delivers and picks up mail from various departments; reviews contracts with outside vendors and oversees delivery of services; informs clerks and supervisors of any changes to processes; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom; drives to County mail room locations to oversee operations.
- 40% +/- 10%
- Supervises and directs the work of the Supervisor, Mailroom, Mail Clerks, and other assigned staff in the distribution of County mail to the various departments; 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.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; prepares, reviews and monitors mailroom budget reports; collaborates with the Fiscal Department to submit the section's bi-annual budget and to monitor budget expenses; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules; maintains payroll for clerks; fills in for staff when there are absences.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree or equivalent with three (3) years of mail processing experience, including one (1) year of related supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., and ability to bend and twist.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including telephone messages, delivery schedules and route charts, time sheets, mobile control reports, mailing invoices, mail drop reports, billing invoices, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, costing sheets, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, external partner agencies, customers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to weather extremes, wetness, and humidity.

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
16001	Data Control Technician	Health and Human Services	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties 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:	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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tammy Mearig, Manager, Human Resources
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	16001
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a 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.

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in state and county computer systems; prints new, overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director’s signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Effective Date: 1993
Last Modified: 05.24.2017

Data Control Technician

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, 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 maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13051	Early Child Care Program Specialist	Health and Human Services	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties 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:	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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tammy Mearig, Manager, Human Resources
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Child Care Program Specialist	Class Number:	13051
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

55% +/- 10%

- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.

20% +/- 10%

- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.

25% +/- 10%

- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Early Child Care Program Specialist

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, contract amendments, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional site visits.

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
19001	Employment Contract Negotiator/Evaluator	Health and Human Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tammy Mearig, Manager, Human Resources
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	19001
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a 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.

- 45% +/- 10%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursement of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.

- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.

- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related 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 add, subtract, multiply, divide and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Employment Contract Negotiator/Evaluator

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	16131
FLSA:	Non-Exempt	Pay Grade:	9B
Departments:	Information Technology	EXHIBIT A	

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various county projects.

Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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.

60% +/- 10%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assists users with understanding program applications; instructs and trains users in the operation and function of new and existing systems.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (SSRS), business intelligence software (Tableau, Power BI), , IT Service Desk software (Cherwell), relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related

Data Analyst

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 communicate with management, co-workers, end-users, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Executive Officer	Class Number:	10201
FLSA:	Exempt	Pay Grade:	19A
Dept:	Health and Human Services	EXHIBIT B	

Classification Function

The purpose of this classification is to plan, coordinate, direct, and monitor the operations of a County department or office within the HHS agency.

Distinguishing Characteristics

This is a senior management level classification that reports directly to a Director of an HHS agency. Incumbents in this classification manage or assist with managing one of the major program divisions within the HHS agency. Incumbents participate as a member of senior management to assist in planning and coordinating agency service programs in the context of the overall human services system to ensure a variety of services are available to County citizens to meet their needs and/or to fulfill mandated functions at the state and federal level. These individuals oversee all work activities of their assigned department/office to accomplish the tasks and objectives of the department and have the responsibility of assisting with/establishing department objectives, policies, budget, and operations.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, directs, and monitors the operations of a County department or office within the HHS agency; plans, develops, and coordinates the department/office programs in conjunction with the Director and other key management staff; works to ensure that programs and services meet community needs, are in compliance with relevant federal, state, and county laws, regulations, policies, and procedures, and meet the agency’s standards for quality service; monitors and evaluates individual service programs outcomes and effectiveness; researches, develops, recommends, and implements new and revised policies, procedures, best practices, and data collection and analysis in order to effect maximum operational efficiency and efficacy of programs and ensure compliance with applicable county, state, and federal requirements; provides interpretation and clarification of applicable policies and programs of the department for administrative and line staff, and other agencies, groups, and individuals in the community; oversees the development of new programs and initiatives in response to community needs; develops or coordinates the preparation of major departmental position papers and reports for internal staff, various boards, commissions, and/or councils.

- 20% +/- 10%
- Manages the department’s fiscal operations, funding activities, and contractual services; directs and/or participates in the preparation of the department’s annual budget for programs and services; monitors expenditures and recommends/makes budget adjustments to assist with achievement of desired outcomes; oversees service delivery, budget, expenditures, and evaluation of services on grant funded contracts; develops and/or reviews content for Request for Proposals (RFPs) and Request for Quotes (RFQs); manages contracted services including reviewing contract performance and making recommendations on system improvements; writes grant proposals and completes

Executive Officer

ongoing communication with funders; completes paperwork and reports needed to apply for funding; reviews and approves invoices.

20% +/- 10%

- Supervises and directs the work of 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 department work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; responds to employee complaints and union grievances; recommends and acts on personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Serves as the department's primary point of contact with federal, state, county, community, and other human service organizations, partners, stakeholders, and committees; coordinates, assists, and/or works in conjunction with management and administrative staff at partner agencies and public systems; presents at local and national conferences and meetings; serves on job-related boards and committees; participates in advocacy for programs at the state and federal levels; plans, oversees, and/or participates in communication campaigns and community events and initiatives.

10% +/- 5%

- Performs supporting administrative functions; completes paperwork and reports needed for audits; prepares information packets needed for meetings; stays current on issues related to social program planning, related regulations, community needs, and public and private community resources; stays current on the use of technology to improve program management and service delivery.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, public administration, business, early childhood development, psychology, education, or related field with nine (9) years of related 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 and equipment including a computer and multifunction printer.

Technology Requirements

Executive Officer

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and data management software (Microsoft Access, Peerplace, etc.).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics, moderate math, and understand 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 requests for information, requests for quotes, purchase orders, contracts, budget invoices, vendor invoices, productivity reports, program evaluation reports, various monthly, semi-annual, and annual reports, meeting agendas and minutes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, state guidelines for programs, department policies and procedures, and various other policies and procedures manuals.
- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, contracts, Requests for Proposals (RFPs), press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, mental health, human services, and program-related regulatory terminology and language.

Executive Officer

- Ability to communicate effectively with staff, directors, county employees, department administrators, service providers, state and federal agencies, media, liaisons from partner agencies, businesses, and organizations, civic leaders, local union officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Mailroom	Class Number:	10032
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works	EXHIBIT C	

Classification Function

The purpose of this classification is to manage the overall operations of multiple mailroom facilities and to supervise lower-level mailroom supervisors and other staff in the distribution of mail to various County departments.

Distinguishing Characteristics

This is a manager level classification. The employee is responsible for managing the daily operations of multiple mailroom facilities and overseeing the distribution of County mail and supervising lower-level mailroom supervisors and other assigned staff. This class requires the solution of operational, technical, administrative, and management problems related to mailroom facilities and operations. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class is distinguished from the Supervisor, Mailroom in that it supervises the latter position, requires a higher level of experience, and has responsibility for overall management of the department.

Essential Job Functions

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

- 45% +/- 10%
- Directs the overall operations of multiple mailroom facilities; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; collects and corrects mail for delivery from the post office; delivers and picks up mail from various departments; reviews contracts with outside vendors and oversees delivery of services; informs clerks and supervisors of any changes to processes; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom; drives to County mail room locations to oversee operations.

- 40% +/- 10%
- Supervises and directs the work of the Supervisor, Mailroom, Mail Clerks, and other assigned staff in the distribution of County mail to the various departments; 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.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; prepares, reviews and monitors mailroom budget reports; collaborates with the Fiscal Department to submit the section's bi-annual budget and to monitor budget expenses; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules; maintains payroll for clerks; fills in for staff when there are absences.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree or equivalent with three (3) years of mail processing experience, including one (1) year of related supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., and ability to bend and twist.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including telephone messages, delivery schedules and route charts, time sheets, mobile control reports, mailing invoices, mail drop reports, billing invoices, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, costing sheets, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, external partner agencies, customers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to weather extremes, wetness, and humidity.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	16001
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services	EXHIBIT D	

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a 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.

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in state and county computer systems; prints new, overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Effective Date: 1993
Last Modified: 05.24.2017

Data Control Technician

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, 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 maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County 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

Class Title:	Early Child Care Program Specialist	Class Number:	13051
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services	EXHIBIT E	

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

55% +/- 10%

- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.

20% +/- 10%

- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.

25% +/- 10%

- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Early Child Care Program Specialist

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, contract amendments, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional site visits.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	19001
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services	EXHIBIT F	

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a 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.

- 45% +/- 10%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursement of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.
- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.
- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related 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 add, subtract, multiply, divide and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Employment Contract Negotiator/Evaluator

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.

Posted: 1/6/2022
Meeting: 1/12/22

<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>
REVISED					
Data Analyst	16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, language, and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Executive Officer	10201	19A Exempt	19A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Senior Supervisor, Mailroom (<i>Manager, Mailroom</i>)	10032	7A Non-Exempt	9A Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status.

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Data Control Technician 16001	4A Non-Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.
Early Child Care Program Specialist 13051	7A Non-Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.
Employment Contract Negotiator/Evaluator 19001	8A Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by other classifications in the department.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0022

Sponsored by: County Executive Budish	A Resolution extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days. An interim appointment may continue beyond 120 days by extension or reappointment or another person may be successively appointed to the same position on an interim basis only if confirmed by the Council prior to the expiration of the initial interim appointment; and

WHEREAS, the initial term of Interim Director of the Department of Human Resources, Sheba N. Marshall, is set to expire on March 1, 2022; and

WHEREAS, County Executive Armond Budish has recommended extending the term of Ms. Marshall's appointment as Interim Director of the Department of Human Resources until June 29, 2022; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the extension of the term of Interim Director of the Department of Human Resources, Sheba N. Marshall, until June 29, 2022, or until a permanent appointment is made, whichever is sooner.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2022-0002

Sponsored by: County Executive Budish/Department of Human Resources	An Uncodified Ordinance establishing a COVID-19 Testing Policy to be applicable to all County Executive Employees; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the life, safety, and welfare of the residents of Cuyahoga County are in jeopardy due to the continued spread of the deadly infectious disease identified as the Coronavirus disease (COVID-19); and

WHEREAS, Cuyahoga County is committed to the health and well-being of its residents and its employees and their families; and

WHEREAS, the County Executive/Department of Human Resources has recommended establishing a COVID-19 Testing Policy to be applicable to all County Executive Employees; and

WHEREAS, pursuant to Section 9.01 of the County Charter human resources policies are to be establish by ordinance; and

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

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

SECTION 1. The COVID-19 Testing Policy applicable to all County Executive Employees, as set forth in attached Exhibit A (“Policy”), is hereby established. The Department of Human Resources shall disseminate the policy to all employees subject to the Policy in accordance with the Department’s usual method of dissemination.

SECTION 2. It is necessary that this uncodified Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

Attachment A to
Uncodified Ordinance
O2022-_____

Cuyahoga County
COVID-19 Employee Testing Policy
For County Executive Employees

It is important to Cuyahoga County to support the health and safety of our employees, and the public who must visit our buildings. Over time, we have seen various measures taken by the County to mitigate the spread of the virus. However, we must remain vigilant if we are to continue to provide a safe working environment.

As such, effective Monday January 31, 2022, all unvaccinated Cuyahoga County employees (full time, part time, temporary, etc.) must provide proof of a negative COVID-19 test once a week.

Program Design

Vaccinated Employees

Employees who have been fully vaccinated and have provided proof of vaccination will not be required to participate in the COVID-19 employee testing program. A person is considered fully vaccinated two weeks after completion of a two-dose series such as Pfizer-BioNTech or Moderna, or two weeks after a single dose of the Janssen/Johnson & Johnson vaccine. Proof of Vaccination can be submitted through MYHR. Additional instructions on submission will be provided. The County recommends those eligible for a booster receive it as soon as possible.

Proof of Negative Test

Unvaccinated employees are required to submit proof of a negative COVID-19 test once a week. Tests must be submitted each week no later than end of day on Thursday, commencing Thursday, February 3, 2022. If Thursday is a holiday, test results must be submitted no later than end of day on Wednesday. Testing will be completed during the employees' regularly scheduled workday.

Weekly test results must be submitted electronically. Additional details will be provided in subsequent communications, and prior to the commencement of the testing requirement date.

Positive COVID-19 Tests

Employees who test positive must notify their supervisor and Human Resources manager, and then leave the office immediately. Employee paid leave and return-to-work must be consistent with current County policy or applicable collective bargaining agreement.

Telecommuting and Extended Leave

Employees who are telecommuting or on extended leave are not required to participate in the COVID-19 testing program if they neither enter a County building at any time nor come into contact with the public as part of their work responsibilities.

Availability of COVID-19 Tests

Cuyahoga County will provide COVID-19 self-service testing kits to employees beginning on Monday, January 31st. Employees will complete weekly testing at work during their regularly scheduled workday and will be required to begin electronically submitting their test results no later than Thursday, February 3rd. There will be self-service instructions provided and someone to assist employees with questions for the first time if needed.

The County will be utilizing the On/Go COVID-19 antigen self-test. The On/Go COVID-19 test is a portable, reliable, self-administered rapid antigen test, able to deliver the results in ten minutes: <https://www.letsongogo.com/>. Employees will be able to provide the test results electronically through a guided mobile application. If employees do not have this capability, an alternative for submission will be provided.

Additionally, on-site testing will be provided for Sheriff Correction staff. Individuals will be available at the Justice Center to assist employees through the process.

Employees may choose to schedule their own test, and not use the self-service testing kit provided by the County. Test results must be provided to your HR manager no later than Thursday of each week, starting Thursday, February 3, 2022. Acceptable tests include proctored antigen or PCR (polymerase chain reaction) tests or tests administered by a pharmacy or qualified healthcare professional. If employees elect to schedule their own test, they will not be paid for time used to take the test. However, employees may be reimbursed for the cost of the test, or the test may be covered through the employees' health plan.

Started the Vaccination Process

Employees who have begun the vaccination process (having one shot if two are required) will be required to submit weekly tests results until they provide proof of full vaccination to their HR manager.

Failure to Provide Weekly Test

For the safety of the public and our County workforce, any unvaccinated employee who fails to submit a test result by 4 p.m. of Thursday of each week will not be permitted to return to work until the employee produces evidence of a negative test. Such employees will be permitted a reasonable amount of time to comply with this requirement, not to exceed one (1) working day. During the time allotted, employees may use applicable leave in accordance with the Employee Handbook or applicable collective bargaining agreement, or, if the employee is without applicable paid time in their banks, the employee will be

placed in an unpaid leave status. Unvaccinated employees who fail to submit proof of a negative Covid-19 test, are not eligible for the Paid Emergency Administrative Leave provided by Cuyahoga County Ordinance O2021-0017 unless and until they provide proof that they have actually tested positive for Covid-19.

If an employee fails to produce their Covid-19 test result within the reasonable time allotted, the employee will be considered absent without an approved leave pursuant to the Employee Handbook or the applicable attendance control policy set forth in a collective bargaining agreement. If an employee produces a positive Covid-19 test result within the reasonable time allotted or thereafter, employees must follow the County's Protocol for Confirmed/Positive COVID-19 Test Results.

Revision, Termination

The Director of Human Resources may revise this policy as necessary to address the spread of COVID-19 among County Executive Employees. County Executive Employees shall be advised of any such revisions not less than 10 business days prior to any such revision becoming effective.

The Director of Human Resources is further authorized to terminate this policy when appropriate, in consultation with the Cuyahoga County Board of Health.

Discipline

Unvaccinated employees who do not comply with the COVID-19 Testing Policy may be subject to progressive discipline pursuant to their applicable collective bargaining agreement, applicable attendance control policy, the Cuyahoga County Employee Handbook, and/or any other applicable policy. Examples of actions subject to discipline include, but are not limited to, failing to provide a test result, providing falsified and forged results, and failing to provide results in a timely manner.

Disciplinary actions will not begin until thirty (30) days after the commencement of the program, i.e., March 2, 2022 . This allows employees time to adjust to this new program.