



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, NOVEMBER 29, 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 NOVEMBER 15, 2022 MEETING** {See Page 3}
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2022-0417: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
 - b) R2022-0418: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 37]
- 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, NOVEMBER 15, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairman Gallagher called the meeting to order at 10:06 a.m.

2. ROLL CALL

Mr. Gallagher asked Clerk Richardson to call the roll. Committee members Gallagher, Miller, Sweeney and Conwell were in attendance and a quorum was determined. Committee member Baker was absent. Council President Jones was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE NOVEMBER 1, 2022 MEETING

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the November 1, 2022 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2022-0408: A Resolution authorizing an amendment to Contract No. 2248 with MedMutual Life Insurance Company for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2022 – 12/31/2022 to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$1,871,168.00; and declaring the necessity that this Resolution become immediately effective.

Ms. Sheba Marshall, Interim Chief Human Resources Officer, addressed the Committee regarding Resolution No. R2022-0408. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2022-0408 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2022-0409: A Resolution making an award on RQ9686 to Vision Service Plan in the amount not-to-exceed \$1,500,000.00 for vision insurance for County employees and their eligible dependents for the period 1/1/2023 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.

Ms. Marshall addressed the Committee regarding Resolution No. R2022-0409. Discussion ensued.

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

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2022-0409 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2022-0410: A Resolution making an award on RQ9659 to Delta Dental Plan of Ohio, Inc. in the amount not-to-exceed \$9,000,000.00 for dental insurance for County employees and their eligible dependents for the period 1/1/2023 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.

Ms. Marshall addressed the Committee regarding Resolution No. R2022-0410. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2022-0410 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- d) O2022-0010: An Ordinance providing for adoption of modifications of Cuyahoga County Non-Bargaining Salary Schedule A and authorizing various salary changes for unclassified employees; and declaring the necessity that this Ordinance become immediately effective.

Ms. Marshall, Ms. Rebecca Kopcienski, Director for the Personnel Review Commission, Jim Battigaglia, Regional Director for The Archer Company and Greg Huth, Director of the Law Department, addressed the Committee regarding Ordinance No. O2022-0010. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Ordinance No. O2022-0010 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.

6. MISCELLANEOUS BUSINESS

Ms. Conwell provided comment on the importance for all presenters to speak directly into the microphone during the discussion of items to ensure the audience using the livestream is able to adequately hear all of the discussion.

7. ADJOURNMENT

With no further business to discuss, Chairman Gallagher adjourned the meeting at 11:20 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0417

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 August 3, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A - G) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *IT Change Management Specialist*
Class Number: 18071

Pay Grade: 9B/Non-Exempt

Proposed Revised Classification:

- Exhibit B: Class Title: *Facilities Energy Coordinator*
Class Number: 19041
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to the distinguishing characteristics, essential functions, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
- Exhibit C: Class Title: *Foster/Adoptive Recruitment Specialist*
Class Number: 13131
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to the essential functions, physical requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
- Exhibit D: Class Title: *Grants Coordinator*
Class Number: 10091
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Manager, OBM*
Class Number: 11022
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Classification function, distinguishing characteristics, essential job functions, and language and formatting were all updated. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Grants Coordinator*
Class Number: 11092
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology

requirements section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Grants*
Class Number: 11093
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.

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: November 22, 2022
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____,20____



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: November 3, 2022

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

FROM: Thomas Colaluca, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on August 3, 2022, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	
IT Change Management Specialist 18071	9B Non-Exempt	Information Technology	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Facilities Energy Coordinator 19041	11A Exempt	11A Exempt (No Change)	Public Works
Foster/Adoptive Recruitment Specialist 13131	6A Non-Exempt	6A Non-Exempt (No Change)	DCFS

Grants Coordinator 10091	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments
Manager, OBM 11022	16A Exempt	16A Exempt (No Change)	Fiscal-OBM
Senior Grants Coordinator 11092	9A Exempt	9A Exempt (No Change)	All Departments
Supervisor, Grants 11093	12A Exempt	12A Exempt (No Change)	All Departments

cc: Deborah Southerington, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive

Joseph Nanni, Council Chief of Staff
Sheba Marshall, Interim HR Director
Andria Richardson, Clerk of Council
Kelli Neale, Program Officer 4

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Change Management Specialist	Class Number:	18071
FLSA:	TBD	Pay Grade:	TBD
Dept:	Information Technology	EXHIBIT A	

Classification Function

The purpose of this classification is to develop IT Service change management processes responsible for controlling the lifecycle of all changes with minimum disruption to IT services.

Distinguishing Characteristics

This is a journey-level classification that is responsible for creating change management strategies and operational plans for change initiatives to ensure maximum employee adoption and usage. This classification works under general supervision from the PMO Administrator. Incumbents plan their own work to meet given objectives and processes and receive instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

50% +/- 10%

- Develops change management strategies for projects; drives meetings with business owners to understand business change needs (e.g., processes, systems, technology, org structure, etc.); determines the scope of change and the impact of change to users/agencies; determines resources required to deliver the change; identifies the risk involved in the change and prepares risk mitigation tactics; determines the type of change management strategies that are required; works with project managers to determine project goals and ensure alignment across departments/agencies; defines roles and responsibilities of key individuals in the change management process.

40% +/- 10%

- Leads change management activities within a structured process framework; integrates change management activities and tasks into project plans; coordinates activities with the appropriate personnel; consults and coaches project teams; develops and executes communication plans surrounding changes; plans and manages the change management schedule; monitors timeline and ensures change management activities align with project activities; ensures policies and approvals are met before system changes are implemented; identifies training requirements and develops training plan and schedule for projects.

10% +/- 5%

- Provides continuous improvement of change management processes to ensure effective adoption and high utilization; defines and measures project success metrics; monitors process change progress; reviews and updates change management strategies as needed to ensure maximum adoption and usage.

Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five (5) years of organizational change management experience; or an equivalent combination of education, training, and experience.

Effective Date: 07.10.2012
Last Modified: 02.09.2021

IT Change Management Specialist

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 word processing software (MS Word), spreadsheet software (MS Excel), and electronic mail software (MS Outlook), presentation software (MS PowerPoint), project management software (MS Project), and digital marketing software (Constant Contact).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statements of work, project plans, responsibility assignment matrix (RACI) charts, risk registers, service level agreements, and status reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, ISO 9001 Standards, and ITIL Change Management best practices.
- Ability to prepare communications plans, organizational change management process plans, technology plans, 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, and to drive change adoption by delivering information succinctly.
- Ability to use and interpret change management process related terminology and language.
- Ability to communicate with supervisor, co-workers, IT department project managers, business end users, and stakeholders.

Environmental Adaptability

IT Change Management Specialist

- 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:	Facilities Energy Coordinator	Class Number:	19041
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	EXHIBIT B	

Classification Function

The purpose of this classification is to perform duties that support energy efficiency and conservation in County buildings.

Distinguishing Characteristics

This is a journey-level position that is responsible for performing duties that support energy efficiency and conservation including analyzing records of energy consumption, monitoring energy contracts for the County, reducing energy consumption, minimizing utility costs, and identifying and implementing energy conservation measures. The classification works under general direction from the Section Manager, Facilities and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

30% +/- 10%

- Collects and evaluates past and present energy consumption data to support energy management efforts; compiles data on utility costs and consumption; performs utility billing analysis; develops spreadsheets, graphs, and reports to document energy consumption, utility charges, and future energy cost forecasts; establishes utility usage benchmarks for County buildings; outlines benchmarks and establishes energy savings targets and objectives; monitors energy usage against targets and objectives; identifies areas with high energy consumptions and implements procedures to improve energy efficiency and reduce consumption and waste; conducts follow-up investigations to ensure implementation of energy conservation measures.

30% +/- 10%

- Oversees and monitors execution of energy contracts for the County; oversees County Energy Conservation Measures (ECM) contracts; assists with preparing Requests for Proposals (RFPs); assists with vendor bid process; assists with selection of vendors to contract; assists with negotiating utility contracts; monitors and manages signed utility contracts; performs periodic review of utility rate and rate structure; identifies discrepancies and errors in billing; works with utility companies in cases of discrepancies or errors and obtains credits when necessary; applies for rebate programs; researches energy-related problems and collects necessary documents to discuss with contractors and utility companies.

20% +/- 10%

- Identifies opportunities to improve the operation, maintenance, or energy efficiency of buildings; conducts facility site visits; assists in conducting energy audits to identify energy savings opportunities; develops energy management strategies to reduce energy consumption and save money (e.g., energy-efficient technologies, alternate energy sources); analyzes technical feasibility of energy-saving measures and makes recommendations; ensures compliance with Government and

Effective Date: 04.25.2018
Last Modified: 04.25.2018

Facilities Energy Coordinator

Environmental Protection Agency (EPA) guidelines and provides data for required reporting; assists with establishing and promoting energy awareness and conservation programs; develops energy conservation educational materials and content for website.

10% +/- 5%

- Liaisons and coordinates activities with contractors, vendors, utility companies, and other County departments; establishes and maintains on-going relationships with contractors and vendors to ensure that energy efficiency programs are met to the County's expectations; coordinates the installation of utility services for construction projects; supports interdepartmental efforts with other County agencies; consults with engineers, contractors, and utility companies on technical issues.

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, engineering, architecture, public administration, project management, business management, or related field with three (3) years of building energy management analysis, building systems design, or energy auditing experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification 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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bid packages and estimates, EPA reports, CCAO utility storage reports, compliance and enforcement policy documents, memos, correspondence, and other reports and records.

Facilities Energy Coordinator

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, EPA compliance reporting guidelines.
- Ability to prepare utilities reports, monthly utility tracking reports, energy reports, charts, diagrams, spreadsheets, audit reports, memos, facility data sheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal, engineering, and mechanical terminology and language.
- Ability to communicate with supervisor, director, contractors, representatives of outside agencies and businesses, 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:	Foster/Adoptive Recruitment Specialist	Class Number:	13131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Children and Family Services	EXHIBIT C	

Classification Function

The purpose of this classification is to coordinate the recruitment of foster and adoptive parents for the Cuyahoga County Department of Children and Family Services.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of a Supervisor, Social Services and is responsible for the recruitment and fingerprinting of foster and adoptive parents for the Cuyahoga County Department of Children and Family 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.

30% +/- 10%

- Performs fingerprinting duties; answers calls received to the fingerprinting phone line; schedules applicants for fingerprinting appointments; fingerprints applicants for background check; processes fingerprints and prepares results; distributes results of background check to the appropriate parties; enters and tracks requests and results data into spreadsheet; fingerprints clients in their home when necessary; contacts Bureau or Criminal Identification (BCI) 30-days after fingerprinting for past due results; processes agency invoices for fingerprint machines.

30% +/- 10%

- Recruits foster and adoptive parents for Cuyahoga County Division of Children and Family Services; schedules and attends community events and activities; actively recruits potential foster and adoptive parents; coordinates event registration; provides information on policies and procedures to potential parents; determines if there are barriers to candidates becoming foster or adoptive parents; processes foster and adoptive parent applications; reviews application materials to ensure all required information is provided; notarizes foster and adoptive parent applications; enters candidate information into databases; creates reports of foster and adoptive parent information; participates in strategic planning and goal setting of DCFS recruitment plan.

30% +/- 10%

- Coordinates and supports foster and adoptive parent Pre-Service Orientation training; enters applicant training attendance data into databases; coordinates with the training department; provides training verification to other agencies as requested.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; attends adoption mixers held by adoptions department; provides technical assistance to collaborative partners in the community.

Effective Date: 03.29.2018
Last Modified: 03.29.2018

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, marketing, or related field with one (1) year of strategic planning, public speaking, or project management experience; or any equivalent combination of education, training, and experience
- Valid Driver's License, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Notary Public within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to operate a fingerprinting machine.
- Ability to lift, push, and pull up to 25 lbs. and the ability to bend and twist.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

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 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 agency weekly reports, fingerprint request forms, fingerprint results, foster/adoptive parent applications, out of county training certificates, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Employee Handbook, Department of Children and Family Services Policies and Procedures, BCI

Foster/Adoptive Recruitment Specialist

Regulations, Bureau of Criminal Investigation rules, Federal Bureau of Investigation rules, and Ohio Revised Code.

- Ability to prepare pre-service attendance reports, recruitment monthly statistics, application reports, community partner reports, fingerprint schedules and result logs, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with prospective foster and adoptive families, applicants, relatives of applicants, coworkers, supervisors, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at community and recruitment events.
- Work may involve exposure to temperature and weather extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Coordinator	Class Number:	10091
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All Departments	EXHIBIT D	

Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with day-to-day coordination of grant activities for assigned project areas. Employees in this class work under initial supervision from the Supervisor, Grants, progressing to direct supervision as work experience is gained. The employee works within a framework of established regulations, policies, and procedures but is expected to use judgment in performing work.

Essential Job Functions

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

60% +/- 10%

- Assists with grant administration activities for assigned projects; prepares various grant activity documentation (e.g., grant awards, vendor contracts, justifications, exemptions, amendments); submits various grant activity documentation (e.g., project applications, grant awards, vendor contracts, justifications, exemptions, amendments, terms and conditions, insurance, budget adjustments, reimbursements) into appropriate system (e.g., grant management, contract, procurement) for processing and/or approval; procures supplies, equipment, and services for assigned grant projects; works with the Fiscal Office to reconcile grant budgets, appropriations, and reimbursements; tracks grant related expenditures to monitor how funds are being used as a matter of policy and/or priority; works with the Law Department to draft contracts and insurance requirements; develops project requirements, procurement specifications, and/or scope of work based on agency's needs; prepares requests for proposal (RFPs) and invitations to bid and enters into appropriate systems; seeks approval from awarding agency before releasing bids; researches new vendors for bids based on project needs and coordinates vendor selection activities; reviews specifications from sub-recipients to verify that required equipment capabilities are met; monitors grant compliance metrics (e.g., project deadlines, required reporting) to determine progress on projects, alignment with strategic planning, and adherence to guidelines; tracks grant project related expenditures over the life of the grant; conducts equipment inventory of awarded equipment; prepares formal reports to reflect the current status of grant projects; assists with responding to grant audit requests and annual audits.

20% +/- 10%

- Assists in the research for grant opportunities and preparation for grant applications; researches and analyzes relevant local statistics and available funding sources; collects data on available grants to find grants that may be applicable to County needs; coordinates with relevant departments to gather information relevant to grant application; assists with analyzing grant rules and regulations to determine requirements for applications including grant submission deadlines; assists with creating solicitations for grants; assesses and edits grant applications for adherence to grant mandates;

Effective Date: 1993
Last modified: 02.13.2019

Grants Coordinator

ensures that submitted documents have the correct supporting documentation and comply with grant submission terms; submits grant applications.

15% +/- 5%

- Serves as a liaison for grant and contract related communications between other departments and agencies involved in grant projects; updates appropriate parties with status updates of grant projects; coordinates with assigned agencies and/or communities regarding grant procurement needs; works with review committees in the approval processes for projects; acts as a resource for internal and external agency staff on grant application and procurement procedures; provides technical assistance to other agencies on grant writing, preparation, and management; responds to inquiries from sub-recipients and project partners.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends trainings and meetings to improve job knowledge and performance; participates in weekly meetings, department monthly meetings, and strategic planning meetings; creates and maintains electronic and hard copy files to provide proper documentation necessary to seek grant reimbursement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with one (1) year of grant writing, grant coordination, or 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 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), and word processing software (Microsoft Word), enterprise management system software (Infor Lawson), and database software (OnBase, Grants Management Systems, System for Award Management, etc.).

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 grant applications, grant guidance, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, equipment specifications, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, procurement guidelines, grant guidance, diversity requirements, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and related legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal points of contact, committee members, grant program points of contact, 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:	Manager, OBM	Class Number:	11022
FLSA:	Exempt	Pay Grade:	16A
Dept:	Office of Budget and Management	EXHIBIT E	

Classification Function

The purpose of this classification is to manage and oversee the process and development of County budgets and the preparation of related reports, as well as to monitor and report on budget activity, program performance, agency operations, and environmental factors that impact the County throughout the year.

Distinguishing Characteristics

This is a managerial classification with responsibility for performing and overseeing a variety of technical duties in the preparation, review, and presentation of the County budget including analyzing varied and complex data in order to formulate budget process and policy recommendations. Additionally, this position is responsible for developing County-wide financial policies and procedures and project plans for process improvement and advising elected officials on budget-related matters. This classification supervises Budget and Planning Administrators and other assigned staff. Incumbents work under limited supervision from the Deputy Director of the Office of Budget and Management and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Oversees the budget development process for County departments and agencies; oversees preparation of budget related reports for departments, elected officials, independent boards, and agencies; assists management with developing quarterly, annual, and biennial County budget documents and ensuring accuracy and completeness; evaluates proposals for new or expanded programs/projects; compiles and analyzes financial records and other data to determine availability of financial resources for programs and projects; prepares and presents data for collective bargaining negotiations; identifies and recommends alternatives to existing spending levels and/or revenue generation; reviews and ensures accuracy and completeness of analysts' expense and revenue projections; updates and reviews department expense and revenue projections; reviews fiscal agenda funds requests; summarizes budget information and submits recommendations for the approval/rejection of funds requests to the County Executive and County Council; prepares and presents data for financial audits; analyzes operations to determine impact on budget; attends Board of Control and Committee meetings; communicates budget decisions made by the Executive and County Council to departments, agencies, elected officials, and the public to inform them of the approved budgets; work on process improvement initiatives as assigned.

- 30% +/- 10%
- Utilizes software system to compile, manipulate, and analyze data to complete required budget development, monitoring, and reporting activities; coordinates with department management to update performance data on County programs and services in the budget system; designs and

Manager, OBM

revises reports in budget and reporting software; uploads and checks validity of data from payroll and accounting software systems; maintains chart of accounts and other data in budget system software to ensure data availability and integrity; works with the Department of Information Technology in planning budget/financial related system enhancements and functionality; performs updates, data downloads, and changes to budget and performance software to ensure system data availability and integrity; provides assistance to agencies on how to access, view, and run reports on their budget in the software system.

20% +/- 10%

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

10% +/- 5%

- Analyzes and evaluates department and County fiscal policies and processes and serves as senior advisor on matters of policy and process to Department of Budget and Management leadership; develops processes for budget preparation and development, including fiscal policies, parameters, and process guidelines; develops and oversees the process for regular monitoring of program/project(s) performance against the budget for assigned County entities; assists County departments by advising on how to improve processes for efficiency and cost savings; interprets budget directives and establishes policies for carrying out directives; monitors local, State, and Federal regulations and legislation and provides recommendations on the financial, operational, and legal implications for the County; advises and provides guidance to directors and budget contacts regarding budgetary, fiscal, and policy matters.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings represents Director of OBM at various meetings or with the public.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting, or related field with seven (7) years of budget management, financial analysis, or 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 office machines and equipment including a computer and multifunction printer.

Manager, OBM

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management system software – accounting module (Infor Lawson), presentation software (Microsoft PowerPoint), PDF Software (NitroPro), business communication platform (Microsoft Teams), and information management software (SHERPA).

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 the discipline or discharge of employees.

Mathematical Ability

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

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 payroll registers, financial statements and reports, budget adjustment requests, budget updates, purchase requisitions, personnel requisitions, timesheets, agendas, policy reports, program and financial performance reports, financial audit requests, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including OBM policy manual, Employee Handbook, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, County Charter, Government Finance Officers' Association Code of Professional Ethics, collective bargaining agreements, federal/state program guidelines, and general accounting standards and procedures.
- Ability to prepare forecasts, Executive's Recommended budget, budget book, budget updates, financial reports, issue reports, performance appraisals, fiscal agendas, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Manager, OBM

- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with subordinates, co-workers, management, other County departments and employees, elected officials, auditors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Grants Coordinator	Class Number:	10092
FLSA:	Exempt	Pay Grade:	9A
Dept:	All Departments	EXHIBIT F	

Classification Function

The purpose of this classification is to coordinate grant activities for assigned grants and evaluate grant opportunities and proposals.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities for assigned grants, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under general supervision from the Supervisor, Grants and within a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that essential functions are completed in a timely and efficient manner and according to relevant laws and guidelines.

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%

- Performs grant administration activities for assigned grants; prepares various grant activity documentation (e.g., grant awards, vendor contracts, justifications, exemptions, amendments); submits various grant activity documentation (e.g., project applications, grant awards, vendor contracts, justifications, exemptions, amendments, terms and conditions, insurance, budget adjustments, reimbursements) into appropriate system (e.g., grant management, contract, procurement) for processing and/or approval; procures supplies, equipment, and services for assigned grants; works with the Fiscal Office to reconcile grant budgets, appropriations, and reimbursements; works with the Law Department to draft contracts and insurance requirements; develops project requirements, procurement specifications, and/or scope of work based on agency's needs; prepares requests for proposal (RFPs) and invitations to bid and enters into appropriate systems; seeks approval from awarding agency before releasing bids; researches new vendors for bids based on project needs and coordinates vendor selection activities; reviews specifications from grant sub-recipients to verify that required equipment capabilities are met; monitors grant compliance metrics (e.g., project deadlines, required reporting) to determine progress on projects, alignment with strategic planning, and adherence to guidelines; tracks grant related expenditures to monitor how funds are being used as a matter of policy and/or priority; conducts equipment inventory of awarded equipment; prepares formal reports (monitoring reports, quarterly reports, status reports, etc.) to reflect the current status of grant projects; submits data and reports into various systems to fill reporting requirements; maintains continuous monitoring and review of all grant activities to ensure adherence to applicable grant guidelines; conducts program-related and fiscal audits of grants; monitors grant funds and activities to ensure County compliance with local, state, and federal guidelines.

20% +/- 10%

- Researches grant opportunities and prepares grant applications; researches and analyzes relevant local statistics and available funding sources; collects data on available grants to find grants that may be applicable to County needs; analyzes data to determine potential impact of grants; coordinates

Effective Date: 1995
Last Modified: 02.13.2019

Senior Grants Coordinator

with relevant departments to gather information relevant to grant application; analyzes grant rules and regulations to determine requirements for applications including grant submission deadlines; assists with development of grant budget; writes grant applications using proper formatting; assesses and edits grant applications for adherence to grant mandates; ensures that submitted documents have the correct supporting documentation and comply with grant submission terms; submits grant applications.

20% +/- 10%

- Serves as a liaison for grant and contract related communications between other departments and agencies involved in grant projects; updates appropriate parties with status updates of grant projects; coordinates with assigned agencies and/or communities regarding grant procurement needs; attends various committees and boards; works with review committees in the approval processes for projects; makes presentations of grant related information (e.g., funding recommendations, performance data); acts as a resource for internal and external agency staff on grant application and procurement procedures; provides strategic guidance and recommendations on grant funding; provides technical assistance to other agencies on grant writing, preparation, and management; responds to inquiries from sub-recipients and project partners.

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, policies, and/or procedures of a specific grant program or project to identify areas for improvement; researches background information to understand current practices and related issues; conducts program needs analysis; compiles and analyzes research data and identifies areas of program inadequacy; reports findings of data analyses to funding agencies; conducts research to determine best practices.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; maintains and updates knowledge of County, state, and federal grant requirements and regulations; attends training to improve job knowledge and performance; participates in weekly meetings, department monthly meetings, and strategic planning meetings; creates tutorials for stake holders and end users; creates and maintains electronic and hard copy files to provide proper documentation necessary to seek grant reimbursement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with three (3) years of grant writing, grant coordination, or 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 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), enterprise management

Effective Date: 1995

Last Modified: 02.13.2019

Senior Grants Coordinator

system software (Infor Lawson), PDF Software (NitroPro), and database software (OnBase, Grants Management Systems, System for Award Management, etc.).

Supervisory Requirements

- 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 comprehend a variety of informational documents including grant applications, grant guidance, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, programmatic reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, grant guidelines, County purchasing procedures and requirements, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports, monitoring reports), inventory transfer forms, grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, requests for bids, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, contract law, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, grant sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Senior Grants Coordinator

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Grants	Class Number:	10093
FLSA:	Exempt	Pay Grade:	12A
Dept:	All Departments	EXHIBIT G	

Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise grant staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the administration of the department's grants, including contracts and/or purchases related to grants as well as supervising Grants Coordinators, Senior Grants Coordinators, and other assigned staff. This position works under general direction of a manager and receives direction as new or unusual situations arise. The incumbent exercises direction in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Oversees the administration of grant projects of assigned department(s) from implementation through completion; monitors progress of grant activities (e.g., budget modifications, requests for reimbursement, etc.); tracks grant utilization and performance metrics in spreadsheet software (e.g., grant utilization, service delivery, impact, etc.); establishes performance standards for contractors; identifies issues with grant performance or utilization by looking at trends, utilization metrics, and performance metrics; ensures grant programs are adhering to grant requirements, stipulations, and laws by reviewing grant reports written by funded agencies and Grant Coordinators; addresses identified issues by working with funded agencies and grants staff; prepares and/or reviews project requirements, procurement specifications, and/or scope of work; prepares complex requests for proposal (RFPs) and invitations to bid and enters into appropriate systems; reviews contracts and contract documentation to ensure accuracy; oversees monitoring and site visits of grant projects to ensure project is moving forward, grant expenditures and utilization are being met, required services are being provided, and project is being documented in accordance with grant stipulations; ensures any reports and metrics are sent to grant authority per grant requirements; reviews grant close-out reports for accuracy and to ensure that all requirements of the grant have been met; looks for ways to maximize utilization of grant funding and makes recommendations; oversees grant funding allocation/reallocation process; monitors projects which use grant funds and ensures they are completed to grant specifications and end user specifications.
- 20% +/- 10%
- Supervises and directs the work of Grants Coordinators, Senior Grants Coordinators, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards;

Supervisor, Grants

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%

- Oversees grant applications submitted by various County departments; researches and reviews available relevant grants with grants staff to recommend to which grants the County should apply; develops program ideas to utilize grant funding in collaboration with subject matter experts (SMEs); oversees the development of the grant budget (e.g., basic budget and general costs for project or purchase) by collaborating with SMEs and lower-level grants staff; writes or oversees the writing of the grant application or grant proposal by lower-level grants staff and other SMEs; submits grant applications to the County Executive and Board of Control for approval; assists department personnel with giving presentations to County Council or Executive to obtain approval for grant applications; ensures that submitted documents have the correct supporting documentation and comply with grant submission terms; works with state and federal agencies to any address issues with the grant application; fosters grant activity in Cuyahoga County by supporting and involving area businesses, agencies, and municipalities.

15% +/- 5%

- Serves as a liaison for grant and contract related communications between other departments and agencies involved in grant projects; communicates with project owners regarding progress of grant projects and timelines; updates appropriate parties with status updates of grant projects; coordinates with assigned agencies and/or communities regarding grant procurement needs; works with review committees or boards in the approval processes for projects; makes presentations of grant related information (e.g., funding recommendations, performance data); acts as a resource for internal and external agency staff on grant application and procurement procedures; assists other County departments with contracting and purchasing goods and services funded through various projects administered through assigned department; provides strategic guidance and recommendations on grant funding; provides technical assistance to other agencies on grant writing, preparation, and management; responds to inquiries from sub-recipients and project partners.

10% +/- 5%

- Develops and updates grant program operations, systems, policies, and/or procedures; tracks program effectiveness and grant utilization using statistics and metrics (e.g., decrease in time or issue being solved by grant, increase in population served, utilization of the grant); researches, analyzes, and evaluates existing operations, policies, and/or procedures of a specific grant program or project to identify areas for improvement; researches background information to understand current practices and related issues; conducts program needs analysis; conducts research to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies, and/or procedures.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; maintains and updates knowledge of County, state, and federal grant requirements and regulations; attends training to improve job knowledge and performance; participates in weekly meetings, department monthly meetings, and strategic planning meetings; creates tutorials for stake holders and end users.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Supervisor, Grants

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), enterprise management system software (Infor Lawson), presentation software (Microsoft PowerPoint), PDF Software (NitroPro), and database and grant management software or websites (OnBase, Grants Management Systems, System for Award Management, Enterprise Asset Management, 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 grant applications, grant guidance, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, RFPs, request for bids (RFBs), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook,, grant guidelines, County purchasing procedures and requirements, relevant sections of Ohio Revised

Supervisor, Grants

Code, relevant sections of Ohio Administrative Code, DOJ Financial Management Handbook, Code of Federal Regulations 200, and grant allocation procedures.

- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports, monitoring reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, RFBs, financial statements, statistical reports, employee performance reviews, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, and contract law legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, grant sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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Posted: 7/28/2022

Meeting: 8/3/2022

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
IT Change Management Specialist	18071	N/A	9B Non-Exempt	Information Technology	This is a new classification requested by Information Technology based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Facilities Energy Coordinator	19041	11A Exempt	11A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2018. Changes were made to the distinguishing characteristics, essential functions, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
Foster/Adoptive Recruitment Specialist	13131	6A Non-Exempt	6A Non-Exempt (No Change)	DCFS	PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, physical requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
Grants Coordinator	10091	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.
Manager, OBM	11022	16A Exempt	16A Exempt (No Change)	Fiscal-OBM	PRC routine maintenance. Classification last revised in 2019. Classification function, distinguishing characteristics, essential job functions, and language and formatting were all updated. A technology requirements section was added. No change to pay grade or FLSA status.
Senior Grants Coordinator	11092	9A Exempt	9A Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.
Supervisor, Grants	11093	12A Exempt	12A Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0418

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 November 2, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *GIS Technician Planning Commission*
 Number: 16941

Pay Grade: 7B/Non-Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Appraisal Systems Analyst*
Class Number: 20021
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the 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: *Employment Service Coordinator*
Class Number: 13031
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Changes were made to essential job functions, language and formatting and distinguishing characteristics. A technology section was added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Manager, Purchasing*
Class Number: 11053
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *OED and Training Specialist*
Class Number: 14011
Pay Grade: 8A/Exempt (No change)
* * PRC routine maintenance. Classification last revised in 2018.
Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Talent Acquisition & Employment Specialist*
Class Number: 14142
Pay Grade: 12A/Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Proposed Deleted Classifications:

Exhibit G: Class Title: *Early Child Care Program 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.

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 forgoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 22, 2022

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

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: November 3, 2022

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

FROM: Thomas Colaluca, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on November 2, 2022, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	
GIS Technician – Planning Commission 16941	7B Non-Exempt	Planning Commission	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Appraisal Systems Analyst 20021	15A Exempt	15A Exempt (No Change)	Fiscal
Employment Service Coordinator 13031	7A Non-Exempt	7A Non-Exempt (No Change)	Work Force Development and HHS

Manager, Purchasing 11053	15A Exempt	15A Exempt (No Change)	Fiscal – Department of Purchasing
OED and Training Specialist 14011	8A Exempt	8A Exempt (No Change)	Human Resources
Senior Talent Acquisition & Employment Specialist 14142	12A Exempt	12A Exempt (No Change)	Human Resources

PROPOSED DELETED CLASSIFICATIONS

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

cc: Deborah Southerington, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive

Joseph Nanni, Council Chief of Staff
Sheba Marshall, Interim HR Director
Andria Richardson, Clerk of Council
Kelli Neale, Program Officer 4

Posted: 10/27/2022
 Meeting: 11/2/22

<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>
NEW					
GIS Technician – Planning Commission	16941	N/A	7B Non-Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.

<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					
Appraisal Systems Analyst	15A Exempt	15A Exempt (No Change)	Fiscal	15A Exempt	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology requirements section was added. No change to pay grade or FLSA status.
Employment Service Coordinator	7A Non-Exempt	7A Non-Exempt (No Change)	Work Force Development and Health and Human Services	7A Non-Exempt	PRC routine maintenance. Classification last revised in 2017. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A technology section was added. No change to pay grade or FLSA status.
Manager, Purchasing	15A Exempt	15A Exempt (No Change)	Fiscal – Department of Purchasing	15A Exempt	PRC routine maintenance. Classification last revised in 2018. Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology requirements section was added. No change to pay grade or FLSA status.
OED and Training Specialist	8A Exempt	8A Exempt (No Change)	Human Resources	8A Exempt	PRC routine maintenance. Classification last revised in 2018. Updates were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology requirements section was added. No change to pay grade or FLSA status.
Senior Talent Acquisition & Employment Specialist	12A Exempt	12A Exempt (No Change)	Human Resources	12A Exempt	Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Technician, Planning Commission	Class Number:	16491
FLSA:	Non-Exempt	Pay Grade:	7B
Dept:	Planning Commission	EXHIBIT A	

Classification Function

The purpose of this classification is to compile, refine, and maintain Geographic Information System (GIS) datasets and create maps using GIS software within the County Planning Commission.

Distinguishing Characteristics

This is an entry level classification that is responsible for providing GIS mapping support in the Cuyahoga County Planning Commission. This classification works under the direct supervision of the Manager of the Information Services Section of the Planning Commission.

Essential Job Functions

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

- 50% +/- 10%
- Designs, refines, updates, and maintains GIS data; analyzes and interprets digital data sets, maps, aerial photography and other source documents; performs standard database querying and basic spatial analysis; updates GIS using various source materials including CAD design or drawing files, as-builts, hand drawn markups, and hardcopy drawings using GIS software; collects data in the field using a global positioning system (GPS) receiver; catalogs and maintains Agency’s inventory of maps and GIS related documents.
- 35% +/- 10%
- Creates and publishes map products for county employees and departments, engineers, consultants, contractors, municipalities and the public both digitally and in hardcopy; operates and maintains the agency’s printer and plotter equipment; develops and maintains online web maps, hard copy maps and data.
- 15% +/- 5%
- Coordinates GIS data and source material sharing and exchanges with partner agencies; shares digital media data and sources; grants access to data and sources for sharing; obtains external data for use by the County; assists in the development of dashboards and web applications for GIS data and maps.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in geography, information technology, urban planning, or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, multi-function printer, plotter, GPS equipment, and drafting tools.

Technology Requirements

- Ability to operate a variety of software and databases including GIS software (Esri ArcGIS, ArcMap, ArcGIS Pro, ArcGIS Online), image editing software (GIMP), PowerPoint, spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Access, SQL) and graphic design software (Adobe Creative Cloud).

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and calculate and interpret basic descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including engineering plans, zoning maps, blueprints, street maps, subdivision maps, land survey documentation (plat, deed, legal description), daily sewer maintenance report, requests for GIS information, requests for maps, municipal sewer plans, tax maps, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department guidelines, Ohio Revised Code, GIS software manuals.
- Ability to prepare a variety of maps, public information requests, annual report maps, presentations, and other project-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering, GIS, and data processing terminology and language.
- Ability to communicate with supervisors, vendors, clients, consultants, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Systems Analyst	Class Number:	20021
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office	EXHIBIT B	

Classification Function

The purpose of this classification is to support activities of the Residential/Agricultural Appraisal Unit and/or Commercial/Industrial Appraisal Unit by compiling data and preparing reports for the Triennial Update and Sexennial Revaluation of property in Cuyahoga County.

Distinguishing Characteristics

This is a journey-level classification with responsibility for performing tax appraisal data and reporting activities for the Real Estate Tax Division of the Fiscal Office. This class works under general direction of the Manager, Commercial/Industrial Appraisal and within a clear framework of policies, procedures, regulations, and laws. Individuals in this position plan own work to meet given objectives within given timelines. This position does not supervise employees but may distribute work, review others' work, and train other employees.

Essential Job Functions

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

- 50% +/- 10%
- Processes and cleans data in appraisal system to assist with tax appraisal activities; ensures accuracy of commercial and/or residential maintenance items in the system including building permits, sub-registers, and razing affidavits; maintains and updates industrial and/or residential reports; maintains and updates commercial/industrial and/or residential/agricultural property databases; ensures data collection process and reports are timely and accurate; finalizes values and submits petitions for each inquiry to the Real Property department; researches and analyzes properties using industry standard financial analysis programs to support market values of income properties; identifies changes to exempted or abated properties to determine the taxable portion of the property; resolves valuation records issues or listing discrepancies made by taxpayers or discovered through internal investigation.
- 20% +/- 10%
- Assists with completion of the Triennial update of Cuyahoga County property valuations by completing data collection, tracking, and reporting responsibilities; performs trend analyses using the Computer Aided Mass Appraisal (CAMA) system by comparing all properties that have sold since the prior reappraisal to determine appropriate sales ratios; utilizes CAMA system to conduct sales ratio analyses to establish trends by market areas and property type; sends a tentative valuation abstract to the state for approval; archives reappraisal documentation according to record retention schedules and best practices; compiles complaints and questions from taxpayers regarding residential revaluation and assigns to appropriate review staff for resolution.

Appraisal System Analyst

20% +/- 10%

- Assists with completion of the Sexennial Revaluation of Cuyahoga County property valuations by completing data collection, tracking, and reporting responsibilities; performs data maintenance on old databases using SQL and Access to prepare databases for revaluation; ensures valuation notice data is accurate and complete; provides print vendor a file to send notice to taxpayers; archives reappraisal documentation according to records retention schedules; compiles complaints and questions from taxpayers regarding residential revaluation and assigns to appropriate review staff for resolution.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of changes in applicable legislation, policies, and procedures; assists with the development of departmental policies and procedures related to data collection and reporting to ensure compliance with legislative requirements; communicates with clients to assess needs, provide information or assistance, and resolve issues; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, computer science or a related field with three (3) years of experience in real estate appraisal, tax collections, or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines 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), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.

Appraisal System Analyst

- Ability to comprehend a variety of informational documents including building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation reports, income tables, cost tables, and timesheets.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, the Employee Handbook, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters, 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 use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, management, co-workers, vendors, attorneys, 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:	Employment Service Coordinator	Class Number:	13031
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Work Force Development and Health and Human Services EXHIBIT C		

Classification Function

The purpose of this classification is to complete day-to-day tasks involved in the delivery of employment service programs.

Distinguishing Characteristics

This is an entry-level classification responsible for the delivery of employment service programs. 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. This classification requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

30% +/- 10%

- Oversees employment service program participants; monitors and records attendance, case notes, training progress, certification, and employment outcomes from various employment service programs; monitors service provider's documentation of program participants to maintain Individual Training Accounts (ITA) in database; processes ITA contracts and paperwork; provides case management for ITA participants; prepares ITA contracts and cost projections with service providers; creates and conducts program orientation and training workshops.

20% +/- 10%

- Interviews, evaluates, and assists participants in employment service programs and refers participants to employment opportunity or service providers for training; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and vocational assessments and interprets test results; services employer job orders by selecting and referring qualified applicants according to employer's specifications; assists program participants with on-line application, creating resumes, finding job openings, and other computer related functions; creates resumes for program participants; conducts participant career counseling; assists participants by providing employability plans and post-program referrals; conducts Test of Basic Adult Education (TABE) eligibility for Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program.

20% +/- 10%

- Updates data in appropriate database and prepares required reports; maintains records of job placement data, training data, and program eligibility; compares and/or reviews data in different database systems to ensure accuracy; collects and maintains program outcome data and creates summary spreadsheets and reports; creates summary reports of data (provider invoices, employability plans, etc.) and reviews for accuracy; reviews data and invoices entered by providers to determine action needed.

Effective Date: 09.01.2009
Last Modified: 10.11.2017

Employment Service Coordinator

20% +/- 10%

- Acts as a point of contact for assigned department; consults and coordinates with providers contracted to train individuals involved in work programs; collaborates and coordinates with internal and external agencies, employers, and educational institutions; refers clients to community resource agencies as appropriate.

5% +/- 2%

- Recruits employers to participate in employment service programs; contacts employers to explain and promote employment programs; gathers information about potential employment opportunities for program participants; solicits job orders and obtains employer's agreement to participate; writes and services job orders; organizes and attends community job fairs.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; conducts research and reports on current trends and practices.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in social work, public administration, business administration, or a related field and two (2) years of experience in employment services, career coaching, social work, or related field; 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 office machines and equipment including computer and multifunction printer.

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

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Effective Date: 09.01.2009
Last Modified: 10.11.2017

Employment Service Coordinator

- Ability to comprehend a variety of informational documents including certification lists, performance reports, applications, contracts, registration forms, cost projection forms, invoicing reports, authorization forms, time sheets, attendance records, pay stubs, labor department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Workforce Innovation and Opportunities Act (WIOA) Final Rules, Temporary Assistance for Needy Families (TANF) Regulations, Operations Manual, DEC Manual, ethics standards, and the Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual reports, certification lists, spreadsheets, timesheets, applications, assessments, outcome reports, resumes, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing and career counseling terminology and language.
- Ability to communicate effectively with supervisor, co-workers, clients, program participants, employers, educational institutions, training providers, youth providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Purchasing	Class Number:	11053
FLSA:	Exempt	Pay Grade:	15A
Dept:	Fiscal – Department of Purchasing	EXHIBIT D	

Classification Function

The purpose of this classification is to manage and supervise the operations, process, and personnel of the Department of Purchasing in accordance with County Code requirements.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and managing the County Department of Purchasing (DoP) under general direction. This class requires the solution of operational, technical, administrative, and management problems related to purchasing. The employee is expected meet, consult, and collaborate with the Director, DoP and other department directors/management to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages the operations of the County’s purchasing division; reviews all purchase awards for compliance with statutory policy and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in County database and purchasing software systems; creates purchase reports; reviews all requisitions prior to being assigned to buyers; monitors and tracks procurement activities; solves purchasing related problems, questions, and concerns with departments, vendors, and manufacturers; ensures that department staff are processing the procurement of goods and services in compliance with governmental rules and regulations; keeps appraised of the purchasing marketplace and any applicable laws that affect government purchasing; creates and updates purchasing procedures and documentation in line with current County environment and government laws.

- 25% +/- 10%
- Supervises and directs the work of Purchasing Agents and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge

- 25% +/- 10%
- Provides assistance and training to buyers, staff, and County departments on software issues, vendor complaints, and purchasing process; creates training videos; trains and instructs departments and new hires on the software system, purchasing process, and policies and procedures.

Manager, Purchasing

25% +/- 10%

- Administrates and maintains procurement database software; approves paths and document uploads; administrates Buyer and Requestor roles in database software; processes purchasing department help desk tickets; establishes approval paths for purchases; researches and resolves technical issues with purchasing module of software system; completes necessary testing of software system.

10% +/- 5%

- Processes public records requests related for the Department of Purchasing; processes department memberships in professional organizations; serves as a backup to the Director in his/her absence; plans, coordinates, and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, or a related field with six (6) years of related experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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), and appropriate modules of an enterprise management software (Infor Lawson, OnBase).

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, and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including departmental budget reports, purchase order documentation, contract documentation, board of control and council meeting agendas, billing invoices and statements, timesheets, and public records requests.
- Ability to comprehend a variety of reference books and manuals including departmental policies and procedures, the Employee Handbook, Ohio Revised Code, County Code, procurement software manuals, ethical guidelines, and procurement training guides.
- Ability to prepare wire request memos, p-card documentation, spreadsheets and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and understand purchasing, accounting, and related legal terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

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:	Organizational and Employee Development and Training Specialist	Class Number:	14011
FLSA:	Exempt	Pay Grade:	8A
Dept:	Human Resources	EXHIBIT E	

Classification Function

The purpose of this classification is to develop and facilitate training content and programs and assist senior level employees with Organizational and Employee Development (OED) projects.

Distinguishing Characteristics

This is an entry-level classification that is responsible for developing and facilitating training programs as well as assisting senior level employees with OED projects. Employees in this class work under direct supervision from the Manager of Organizational and Employee Development. The employee works within a framework of established regulations, policies, and procedures but is expected to use judgment in performing work.

Essential Job Functions

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

30% +/- 10%

- Assists with organizational change management and employee engagement efforts for county departments and agencies; provides expertise on organizational change strategies; presents needs assessment or personnel data to inform management; assesses change readiness of department or agency personnel by collecting information (e.g., focus groups, surveys) to determine resistance/acceptance; assists with identifying organizational impact of change initiatives by conducting analyses; makes approved recommendations to management based on the information collected from change readiness assessments; assists with employee engagement activities; gathers employee feedback via forums and surveys and disseminates the results to management.

30% +/- 10%

- Assists with executing training initiatives; develops training plans based on needs assessments and instructional analyses; disseminates training through different formats; uses instructional design methodology to develop training curriculums; creates status reports using project management tools; creates exhibits or training deliverables (e.g., job aids) to supplement instructor-led training or eLearning; develops training project plan communications containing a detailed break-down on project milestones, methods used to communicate to various audiences, and other significant factors that affect the training; schedules classes and reserves classrooms for training classes; monitors the department's training mailbox and updates the training calendars.

20% +/- 10%

- Assists with organizational and employee development efforts for County departments and agencies; researches relevant best practices of comparable jurisdictions; reviews employee performance data to identify effective methods of employee development; partners with management to address and respond to department initiatives (e.g., performance management, learning, succession planning, development, career pathing); coordinates with agency or department management to assess and address identified leadership gaps and to assist them with the succession planning process.

Effective Date: 10.11.2018
Last Modified: 11.07.2018

Organizational and Employee Development and Training Specialist

15% +/- 5%

- Participates in needs assessments/instructional analyses of county department and agency personnel to aid in employee development efforts; conducts needs assessments (e.g., profiling, competency validation); collects information from management through in-person meetings, shadowing, phone calls, or emails; conducts instructional analyses by determining what instructional method is most appropriate; recommends best method to address identified gaps by considering cost and benefits of methods and the audience involved (e.g., educational level, access to e-learning) to impart the most impact; reviews and logs training requests.

5% +/- 2%

- Assists in evaluating effectiveness of OED initiatives; analyzes data to identify or develop the talent management processes or training initiatives; evaluates OED initiatives by analyzing data to determine the impact; reviews training attendance records, pre- and post-assessment results, surveys, and other measurement tools to determine engagement of employees.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, human resource management, organizational development, or related field with one (1) year of training or education experience, or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), publishing software (MS Publisher), learning management software, and project management tools.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Organizational and Employee Development and Training Specialist

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Talent Acquisition & Employment Specialist	Class Number:	14142
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Resources and Sheriff's Department	EXHIBIT F	

Classification Function

The purpose of this classification is to develop and coordinate talent acquisition projects and serve as the team lead for the Talent Acquisition staff.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for developing and managing talent acquisition projects under a framework of policies, procedures, regulations and guidelines as well as serves as a team lead for Talent Acquisition staff. The incumbents in this classification are expected to exercise discretion in applying procedures to resolve issues and leading projects.

Essential Job Functions

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

- 30% +/- 10%
- Serves as a team lead for the Talent Acquisition staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 20% +/- 10%
- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists, including but not limited to the identification of timeline, milestones, deliverables, approvals, candidate sourcing & screening, and interview competencies and assessments; works with line managers to address existing and anticipated organizational and skill needs; assists in identifying areas of skill deficiencies and developing solutions to address them; develops an understanding of job requirements; works with hiring managers to identify departmental skill gaps and possible opportunities to identify and/or create entry level and experienced employment opportunities; identifies possible internship, cooperative education, or other training programs to assist in early talent identification; assists in identifying and/or creating mechanisms to retain employees; develops a pipeline of experienced and entry level candidates to anticipate future hiring needs; creates mechanisms to foster short and long term candidate relationship building as a feeder for County vacancies.
- 20% +/- 10%
- Develops, plans, implements, and evaluates existing and new talent acquisition programs; leads, participates, and implements talent acquisition and employment strategies; answers management's questions about the programs and initiatives; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experience; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turn over analysis ratios, skill set availability, and local, state, and federal unemployment rate.

10% +/- 5%

Effective Date: 03.29.2019
Last Modified: 03.29.2019

Senior Talent Acquisition & Employment Specialist

- Screens applicants qualifications for unclassified positions to ensure minimum qualifications are met, and forwards suitable candidates to hiring manager; records appropriate information on any applicable job applicant screening forms to assist managers in supporting selection decisions; screens applications for bargaining and non-bargaining positions, based on job qualifications and makes recommendations to hiring manager; prepares correspondence to applicants, including test notices, rejection notices, invitations to interview, offer letters, etc.; coordinates and facilitates applicant screening processes including assessments and interviews; communicates with stakeholders on interviewing process and establishes roles for all participants in the hiring and selection process.

10% +/- 5%

- Develops and coordinates talent acquisition outreach projects and programs in alignment with organizational need for current and future vacancies within the County; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups); builds relationships with unemployment agencies, higher educational institutions, welfare co-work, community leaders, etc.; develops talent acquisition goals for under-representative groups and proceeds accordingly; investigates and implements new talent acquisition processes; monitors local and national employment trends and makes recommendations; identifies appropriate departmental vacancies and solicits internships with local colleges and universities as needed; assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community based organizations; identifies targeted candidate populations: skilled trades/craft, students, military/veterans, retraining, & re-entry programs, vocational programs and educational institutions, etc. to support organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives.

10% +/- 5%

- Performs related administrative duties; maintains records of data and information on vacant positions to determine talent acquisition needs; tracks vacancies; tracks and monitors the filling of positions based on the talent acquisition goals; prepares reports as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with five (5) years of talent management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including eligibility lists, interview guide, hiring memo, compensation analysis, offer letter, classification specifications, job descriptions, background check information, resumes, cover letters, applications, temporary work level assignments documents, assessment scores, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, interview packet, hiring packet, offer package, onboarding packet, PowerPoint presentations, job postings, LinkedIn postings, hiring request forms, hiring recommendations, recruitment plans, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resource and legal terminology and language.
- Ability to communicate with managers, supervisors, coworkers, other County employees, and job applicants.

Environmental Adaptability

- Work is typically performed in an office environment.

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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	EXHIBIT G	

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.