



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: December 31, 2025

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the January 7, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Manager, External Affairs 10171	12A Exempt	12A Exempt	Medical Examiner's Office, Public Works, <i>(and Treasury)</i>
Project Inspector 18111	7A Non-Exempt	7A Non-Exempt	Public Works
Residential/Agricultural Appraisal Coordinator 20011	13A Exempt	15A Exempt	Fiscal
DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS		DEPARTMENT
Administrator, Administrative Hearing Program 19063	16A Exempt		CJFS – OCSS
Community Development Officer 21041	14A Exempt		Community and Housing, Development
Survey Technician 18081	3A Non-Exempt		Public Works

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10171	Manager, External Affairs	Medical Examiner's Office, Public Works	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10171	Manager, External Affairs	Medical Examiner's Office, Public Works, and Treasury	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	Request made by Human Resources. Treasury was added to the list of departments.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Medical Examiner's Office, Public Works, and Treasury
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation	12/18/2025	Email	Request form received

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, External Affairs	Class Number:	10171
FLSA:	Exempt	Pay Grade:	12A
Dept:	Medical Examiner's Office, Public Works, and Treasury		

Classification Function

The purpose of this classification is to manage new and existing programs for the assigned department as well as to manage the department's external affairs.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing an assigned department's external communications and managing new and existing programs that promote and cultivate interest in the assigned department's activities. The employee works with a framework of policies, procedures, and local and State laws. 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 and oversees program management and coordination of the assigned department's existing programs (e.g., education program, internship program, volunteer program, etc.).

20% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors 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.

30% +/- 10%

- Manages external affairs for the assigned department; serves as the liaison with the Administration's Communications Department to manage and enhance department's mission, vision, and message development with its external audiences and partners; acts as the primary spokesperson for department to local and national media; oversees external communications such as public records requests and archived records.

15% +/- 5%

- Manages new programs and opportunities to promote the department's mission and agenda; develops operational plans, budgets, and workforce needs for the programs.

- Performs supporting administrative duties; prepares official reports or documents; attends various meetings and trainings; researches focus studies or projects on topical or trending issues; researches and analyzes data and information that may impact daily operations; monitors legislative changes at State, Federal or other local jurisdictions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, marketing, communications, public relations, or a related field, and six (6) years of public affairs or public relations experience or any equivalent combination of training, and experience.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hire date ONLY IF assigned to the Medical Examiner's Office.

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 word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), and spreadsheet software (Microsoft Excel).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Manager, External Affairs

- Ability to comprehend a variety of informational documents including various waivers, applications, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, departmental policy manual, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, spreadsheets, training manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, external partners, law enforcement, consultants, doctors, departmental employees, outside agencies and organizations, elected officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and on-site locations.
- Work may involve exposure to weather extremes, strong odors, bodily fluids, and diseases.

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

CURRENT CLASSIFICATION

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

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Updates were made to distinguishing characteristics and language and formatting. A minimum equivalency table was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Twelve (12)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Darwin Merdes – Area Construction Engineer; Ryan Maver - Area Construction Engineer	10/16/2025 12/22/2025	Email Email	Review of Class Spec Draft Notification of Pay Grade
Jim Battigaglia - Archer Consultant	12/12/2025	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Classification Function

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

Distinguishing Characteristics

This is an journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under supervision from a manager level position and under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

Essential Job Functions

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

50% +/- 10%

- Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.

35% +/- 10%

- Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor's construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.); develops as-built construction drawings/plans.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

Project Inspector

Experience Required to Perform Essential Job Functions

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Unrelated associate degree	5 years
Related associate degree	3 years
Unrelated bachelor's degree	3 years
Related bachelor's degree	1 year
Unrelated master's/doctoral degree	2 years
Related master's/doctoral degree	1 year

Related degree fields: civil engineering, architecture, construction management, business administration, surveying, any STEM program.

Related work experience: broad-spectrum project management, program management, contract management, service management, military public works engineering, ODOT inspection, surveying.

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, walk/climb traverse over uneven terrain, climb and use ladders to access items to be inspected both above and below the ground, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

Technology Requirements

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

Project Inspector

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, TE-24s, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, field test reports, force account reports, overtime reports, project files, agreements, material tickets, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, contractors, engineers, co-workers, employees from other local municipality service departments, utility companies, and the general public.

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Supervisor, Residential Agricultural Appraisal	Fiscal Office	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	Changes requested by the Fiscal Office. Changes made to the essential job functions, Minimum Requirements, and language and formatting. A minimum qualifications equivalency table was added. Title changed from Residential/Agricultural Appraisal Coordinator to Supervisor, Residential Agricultural Appraisal. Pay grade increased from 13A to 15A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	Pay Grade 13A - \$71,864.00 - \$100,609.60 Pay Grade 15A - \$79,934.00 - \$111,883.20 Employee's current salary fits within the new pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lisa Rocco – Director of Operations (Fiscal) Neil Winans – Manager, Residential, Agricultural Appraisal Lou Gentile – Manager, Commercial/Industrial Appraisal	11/12/2025 11/19/2025 11/20/2025 12/16/2025 12/16/2025 12/30/2025	Email TEAMs Call Email Email TEAMs Call Email	Review of Class Spec Draft Discussion of Job Duties and Bargaining Pay Confirmation of Draft Request for Additional Information Discussion of Fiscal Responsibilities Notification of Pay Grade
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	12/29/2025	Email	Notification of Pay Grade
Jim Battigaglia - Archer Consultant	11/20/2025	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Residential Agricultural Appraisal	Class Number:	20011
FLSA:	Exempt	Pay Grade:	15A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural annual property maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This classification is also responsible for supervising and training assigned Data Collectors on their path to obtaining state licensure as a Certified Residential Appraiser. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and regulations.

Essential Job Functions

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

30% +/- 10%

- Oversees staff in performance of all phases of annual maintenance and new construction projects for residential properties, including new condominiums and conversions; oversees sales verification, parcel accounting, lot splits and consolidations, quality control, and new construction reviews; dispatches appraisers to assigned work sites.

20% +/- 10%

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

15% +/- 5%

- Oversees data collection apprentice program to provide a formal path for entry level employees to receive hands-on training that leads to State licensure as a Certified Residential Appraiser.

15% +/- 5%

- Oversees and participates in the appraisal of agricultural and residential properties; supervises sub-contractors for reappraisal during sexennial reappraisal years; ensures accuracy in parcel accounting by correcting any errors or omissions in property values or characteristics; manages appraisal

Supervisor, Residential Agricultural Appraisal

schedules and deadlines while preparing and developing data required for triennial updates and re-appraisal years.

10% +/- 5%

- Determines the market value of residential properties in the County; researches property information and performs on-site field inspections of new construction and major improvements to existing structures to establish accurate valuations; responds to property owner inquiries and reviews petitions for value adjustment; assists Prosecutor with valuation complaints.

10% +/- 5%

- Communicates with builders, sales office staff, condominium associations, municipal building departments and taxpayers; provides information, answers questions, and resolves complaints via phone and email; prepares progress and production reports for management; participates in meetings with managers and supervisors to support departmental goals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business, or a related field with five (5) years of experience in real estate, appraisal, property valuation, real estate accounting, or finance; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	9 years
Unrelated associate degree	8 years
Related associate degree	7 years
Unrelated bachelor's degree	6 years
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	4 years

Related degree fields: any business, mathematics, or science degree.

Related work experience: no related experience.

Additional Requirements

- Must obtain Ohio Department of Commerce Licensed Residential Appraiser credential (or higher) within 2 years of hire date.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Supervisor, Residential Agricultural Appraisal

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), data entry software (CAMA/SIGMA), and GIS appraisal software (MVP, Data Cloud Solutions, GIS).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including data cloud solutions, building permits, property inquiry reports, permit summaries, data input sheets, mileage sheets, property inspections, tax bills, plat maps, correspondence, and time sheets.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), National Certification USPAP Guidelines for appraising, State of Ohio Department of Taxation and Appraisal laws, Cuyahoga County laws and standards related to tax abatements and local municipal requirements, tax rate book, appraisal manual, and the Employee Handbook.
- Ability to prepare weekly production report, planned production report, mileage reports, weekly activity reports, inventory sheets, data input sheets, sales verification documents, employee performance appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate effectively with subordinates, taxpayers, data collectors, co-workers, supervisors, other County employees and departments, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

Supervisor, Residential Agricultural Appraisal

- Work may involve exposure to wetness/humidity, temperature/weather extremes, and animals/wildlife.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19063	Administrator, Administrative Hearing Program	CJFS – OCSS	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	This position has been vacant for an extended time, and the necessary tasks have been absorbed by other classifications.
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No. of Employees Affected:	None
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Dept.(s) Affected:	CJFS - OCSS
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation and HRIS
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Management Contact(s):	Tiffany Dobbins-Bazelton – Director, OCSS
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Administrative Hearing Program	Class Number:	19063
FLSA:	Exempt	Pay Grade:	16A
Dept:	CJFS - Office of Child Support Services		

Classification Function

The purpose of this classification is to administer hearing program functions and to supervise several different units in the Office of Child Support Services (OCSS).

Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing and performing technical activities in several units in the Office of Child Support Services. This class performs technical and functional oversight and is responsible for ensuring duties are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

50% +/- 10%

- Manages the components of Administrative Hearing Unit and other assigned functional units of the child support program; delegates assignments to staff; monitors completion of assignments; addresses client issues in person, via correspondence, or over the telephone; participates in telephone out-of-state phone hearings; vacates/corrects orders; addresses order number conflicts; works Administrative Hearing Unit locate drawer; problem solving case specific issues; monitors and prepare performance report to insure compliance with mandatory statutory time frames; determines allocation of staff based upon needs and demands.

25% +/- 10%

- Conducts meetings and trainings; oversees training of new staff; attends weekly managers' meeting, attends quarterly meetings; conducts monthly supervisory staff meetings; prepares and conducts presentations to the management team; attends Ohio CSEA Director's Association conference and legal seminars; participates in TALK and ARWIG video sessions.

15% +/- 10%

- Develops policies/procedures; works on special projects; establish performance objectives in conjunctions with the Federal Performance Indicators; develops and maintains reporting systems to monitor status, activity, and performance of the divisions; develops and implements customer service standards; evaluates new legislation to determine the impact on the agency; develops and revises policies and procedures based on changes to the Ohio Revised Code; participates in project specific agency workgroups; designs and monitor special projects designed to insure compliance with the Ohio Revised Code.

Administrative Hearing Program Administrator

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with six (6) years of law experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Ohio Benefits Worker Portal; Support Enforcement Tracking System), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS Word).

Supervisory Responsibilities

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

Administrative Hearing Program Administrator

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. – Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, findings and recommendations, reports and data in state or federal-managed databases), statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly hearing backlog and case management reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, administrative findings, memorandum, calculations of arrears, updates on changes in Law, backlog and performance reports, policy and procedure, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal litigation, to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, hearing officers, judges, referees, prosecutors, administrator, director, deputy director, co-managers, supervisors, support officers, program officers, legal service assistants, support specialists, information processors, clients, prosecutors, court personnel, agency staff and public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21041	Community Development Officer	Development	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	The position is vacant and the position is no longer needed by the department of Development.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation and HRIS
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Management Contact(s):	Anthony Scott - Director, Community and Housing Development
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Community Development Officer	Class Number:	21041
FLSA:	Exempt	Pay Grade:	14A
Dept:	Development		

Classification Function

The purpose of this classification is to assist with the development, coordination, implementation, and administration of community and economic development grant programs.

Distinguishing Characteristics

This is a professional, supervisory level classification with responsibility for assisting with the management of the County's community and economic development grant programs, completing loan analysis functions, and providing supervision to subordinate employees. This class works under general direction from the Housing and Community Development Administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to community development and compliance and regulation. The incumbent exercises discretion in resolving programmatic issues within applicable policies and procedure and ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

70% +/- 10%

- Manages and coordinates the activities of the County's community and economic development grant programs (including county, state, and federal incentives, grants, and loans); manages the County's conduit bond financing activities; meets with Administrator, Director, Executive staff, council members, and/or council staff to review, coordinate, and develop program operations, direction, and policies; develops programs' schedules, metrics, budgets, and expected outcomes; performs program analysis; researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement and enhancement; conducts and/or coordinates the research, design and development, and reporting for programs and projects; underwrites, analyzes, and recommends loans for approval; enters, reviews, approves, and/or obtains information and documentation from the procurement management system; analyzes funding requests, determines feasibility, and makes project/program recommendations; monitors existing projects and related portfolios and their compliance with applicable regulations.

10% +/- 5%

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

Community Development Officer

10% +/- 5%

- Functions as a contact for information and assistance regarding economic development programs and projects; provides technical assistance and support to boards and commissions regarding community and economic development issues; makes presentations to the County Board of Control, County Council, or other groups and committees regarding items for approval, status of projects, or recommendations; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares agenda items and legislation for County Council and committees; prepares correspondence to communities, businesses, and other organizations regarding community and economic development issues; prepares and reviews reports, contracts, grant proposals/agreements, and loan documents; conducts forecasts of monetary and physical resources required and budget planning and makes budget recommendations; provides input on various reports for local, state, and federal program requirements; maintains working knowledge of relevant county, state, and federal regulations; conducts research on local, state, and federal legislation and regulations and determines interpretation and implementation; assists with monitoring the department's legislative activities; works in conjunction with the County Law Department and outside legal counsel on contracts, document preparation, and other duties as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in business administration, public administration, urban planning, finance, or a related field with three (3) years of experience with community or economic development programs; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Publisher, Outlook, PDF Software (Adobe), economic development software (Portfol), property management software (OneRoof), enterprise resource planning software (Lawson/OnBase), and information management software.

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.

Community Development Officer

- 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 basic statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including budgets, contracts, resolutions, funding applications, financial statements, financial projections, monitoring reports, appraisals, loan documents, payment requests, invoices, time sheets, agendas, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, US Department of Housing and Development (HUD) rules and regulations, IRS Private Activity Bonds rules and regulations, related Ohio Revised Code sections, and related Cuyahoga County Code sections.
- Ability to prepare budgets, contracts, financial loan analysis, annual loan summary, payment requests, compliance reports, legislation, program rules and policies, program reports, requests for proposals (RFPs), subsidy layering, award recommendations, HOME affordable Loan Request Review, invoices, performance evaluations, correspondence, project descriptions and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and accounting terminology and language.
- Ability to communicate with supervisor, upper management, subordinate employees, Law Department or external legal counsel, County Council, County Board of Control, County HOME Consortium Board, local city employees and officials, housing developers, 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18081	Survey Technician	Public Works	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	The department requested a change to combine the Engineering Technician and Survey Technician into a single classification. The Engineering Technician title was updated so we no longer need the Survey Technician classification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation
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Management Contact(s):	None
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Survey Technician	Class Number:	18081
FLSA:	Non - Exempt	Pay Grade:	3A
Dept:	Public Works		

Classification Function

The purpose of this classification is to serve as an instrument person on a survey crew, operating a transit to establish lines of surveys, compute and turn deflection angles and curves, and to figure distance to points along curves.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Survey Party Chief that oversees the work of field crews and requires a higher level of education and experience.

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%

- Operates a transit to establish lines of surveys; computes and turns deflection angles and curves, and figures distance to points along curves to establish and set points in staking out roadways, bridges, and culverts; makes minor mechanical adjustments to transit; utilizes methods of securing measurements to show topography.

10% +/- 10%

- May do geodetic surveys to set and traverse monuments.

20% +/- 10%

- Makes sketches and records measurements to show exact location of topography such as buildings, drainage structures, walkways and poles.

20% +/- 10%

- Operates a level to set grade stakes, benchmarks and other points of elevation for survey; operates high technical total station and data collector.

10% +/- 5%

- Records level, cross section and other notes in field book and makes simple computations for standard level notes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

- No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans and specifications, maps, legal descriptions, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, surveys, records of level, cross section, and other notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret land survey related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

Environmental Adaptability

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

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