



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: January 4, 2024

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 10, 2024, 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.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Caregiver Coach 13281	12A Exempt	Health and Human Services
Supervisor, Application Support 16502	13B Exempt	Health and Human Services
Supervisor, Civil Administrative Unit 10291	11A Exempt	Sheriff's Department

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Fiscal Specialist 1 11181	7A Non-Exempt	7A Non-Exempt (No Change)	All Departments
Fiscal Specialist 2 11182	9A Non-Exempt	9A Non-Exempt (No Change)	All Departments

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13281	Caregiver Coach	Health and Human Service	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by HHS based on department needs. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 12A Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Prange, 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>
Marquetese Betts, Administrator, Social Program 2	11/21/2023 12/14/2023	Email Email	Review of Final Draft Notify of pay grade
Jim Battigaglia, Archer Consultant	11/29/2023	Email	Pay Grade Evaluation

Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	12/11/2023	Email	Notify of pay grade
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Caregiver Coach	Class Number:	13281
FLSA:	Exempt	Pay Grade:	12A
Departments:	Health and Human Services		

Classification Function

The purpose of this classification is to lead the planning, development, provision, and evaluation of evidence-based coaching for foster, adoptive, and kinship caregivers to prevent disruptions and to manage crises of client placement.

Distinguishing Characteristics

This is a journey-level classification responsible for planning and providing focused, evidence-based coaching to caregivers of agency clients. The incumbent will measure and evaluate outcomes of coaching interventions, conduct on-going research, recommend improvements, and participate in the development and delivery of pre- and in-service training programs. This class works under general supervision from a supervisory-level position. Incumbents in this position are required to work non-traditional hours such as evenings and weekends.

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%
- Provides assessment and evaluation for the coaching of caregivers; creates, evaluates, and updates working policies and practices for caregiver coaching from a training and development perspective; aligns coaching goals with State and Agency policy, evidence-based practices, and needs for specific caregivers; establishes and maintains working groups, taskforces, and knowledge-sharing relationships among public social service agency administrators and managers, university faculty, community partners, area-collaborative representatives, and other relevant experts.
- 30% +/- 10%
- Plans, develops, and implements assessment methods and tools for identifying caregivers for referral to coaching, coaching intake assessment, and overall evaluation of client-placement satisfaction and success; researches and reviews relevant evidence-based and practice-tested models, summarizes findings, and applies research to the synthetic models in the County; convenes and leads specialized and ad-hoc teams of caseworkers, supervisors, training specialists, and other personnel to determine desired outcomes and set objectives for the training programs; tests, evaluates, and refines methods and tools used by applying caregiver/client outcome data; advises training specialists about curriculum and lesson changes for large-group preservice and in-service training sessions.
- 30% +/- 10%
- Conducts client coaching; assesses individual client's coaching needs; meets individually with placement caseworkers, caregivers, and prospective caregivers to assess knowledge and skills deficits and any special requirements related to the assigned clients; plans and conducts multiple individualized coaching sessions with caregivers and prospective caregivers; re-evaluates planned coaching program and adjusts plans as client and caregiver circumstances change.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains

Caregiver Coach

coaching fields and enters data and notes into Learning Management System (LMS); participates in department meetings and completes professional development activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Seven (7) years of training or social work experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	6 years
Related associate degree	5 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	2 years
Related master's/doctoral degree	No experience required

Related degree fields: social work, psychology, sociology, criminology, family studies, childhood development.

Certifications/licenses: certification as a Certified Coach and/or a social work license (e.g., LSW, LISW, LISW-S) are equivalent to one (1) year of related experience.

Additional Requirements

- No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), electronic mail software (Microsoft Outlook), and data entry software (Learning Management System).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Caregiver Coach

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 State and Agency policy and procedure documents, reference manuals, research articles, journals, and historical materials, agency data, results of caregiver assessments, progress reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including State and Agency policies and procedures, State and Federal laws, ODJFS Directives, Ohio Revised Code, Child Welfare Manual, and the Employee Handbook.
- Ability to prepare policy documents and template forms, coaching plans, presentations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret related legal and counseling terminology and language.
- Ability to communicate effectively with caregivers, caseworkers, co-workers, employees, other County and State personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment or in a location agreed upon by coach and caregiver, such as the caregiver's home.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16502	Supervisor, Application Support	Health and Human Services	Exempt	13B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Health and Human Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 13B \$78,499.20 - \$109,886.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Prange, 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>
Daniel Humphrey, Administrator, Social Program 6 Lara Parks, Administrator, Social Program 4	11/17/2023	Email	Sent final draft for review
Jim Battigaglia, Archer Consultant	12/4/2023	Email	Pay Grade Evaluation

Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	12/13/2023	Email	Notify of pay grade
Daniel Humphrey, Administrator, Social Program 6 Lara Parks, Administrator, Social Program 4	12/14/2023 12/14/2023	Email Phone Call	Notify of pay grade Answer questions/listen to concerns
Jim Battigaglia, Archer Consultant	12/14/2023 12/18/2023	Email Email	Ask question
Daniel Humphrey, Administrator, Social Program 6 Lara Parks, Administrator, Social Program 4	12/19/2023	Email	Notify of new pay grade

CUYAHOGAN COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Application Support	Class Number:	16502
FLSA:	Exempt	Pay Grade:	13B
Dept:	Health & Human Services		

Classification Function

The purpose of this classification is to provide oversight of administrative management software used by employees in the Department of Health and Human Services (HHS) and supervise staff who coordinate activities relating to the software.

Distinguishing Characteristics

This is a supervisory-level position responsible for supervising staff in the management and coordination of software systems used to support the work of HHS agencies. Employees in this position are also responsible for supervising staff who are responsible for providing reports and interactive data visualizations and who develop new operations, projects, systems, policies, and procedures for HHS programs. This position works under direction from a management-level position. The employee oversees the operations of their assigned unit and exercises discretion in applying policies and procedures to resolve issues and to ensure that activities are completed in a timely, accurate, and efficient manner in compliance with applicable rules 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%

- Manages and oversees the work of the unit; oversees technical support for various systems; provides direction, coaching, troubleshooting, and communication for staff on each software system; oversees and/or completes help request tickets from system users; oversees small process improvement projects to enhance business practices and the integrity of the databases managed; oversees and/or completes requests for data extraction and query writing; identifies project needs, writes requirements, and follows up on progress; supports staff in identifying contacts and evaluating quality/suitability of business intelligence work product for agency needs; executes backend cleanup utilities according to software manuals/vendor instructions; provides detailed instructions on infrequently used system functions to management; combines and reconciles conflicting reports; manually corrects and enters data between different software systems when automatic processes fail due to incomplete/inconsistent data; approves overrides to system activity in according with agency policy.

25% +/- 10%

- Supervises and directs the work of Database Developers, Business Intelligence Analysts, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training, coaching, 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.

Supervisor, Application Support

25% +/- 10%

- Reports and evaluates system usage; monitors usage and adherence by users; produces and delivers usage and output reports; reviews system data for inconsistencies, omissions, inaccuracies, and outliers relating to system usage; reviews and analyzes the major findings related to these reports; produces data queries and reports for management review.

10% +/- 5%

- Interacts with software vendors and State and County agencies who own or develop software used by the agency; keeps up to date on software changes; proposes, evaluates, and tests software enhancements; communicates with vendors and agencies regarding software configuration and bugs; communicates with vendors and agencies relating to software contracts, account usage, status of enhancement requests, and allowable users; provides support to agency in planning and executing major replacement/upgrades of support software.

10% +/- 5%

- Onboards and trains new users and management in case management interface; maintains security and access rights; develops and maintains training documents; prepares, coordinates, and reconciles users between software systems.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public administration, social work, social sciences, information technology, business systems or a related field, and five (5) years of experience related to the use of software administration such as social services case management, work management, client/account/vendor management systems, 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 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 various administrative software systems for purposes such as case management, task management, document management, travel management, call center management, and client referral management.

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.

Supervisor, Application Support

- 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.

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 travel activity reports, software manuals, training videos, time sheets, leave schedules, system usage reports, helpdesk tickets, internal memos, test scripts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, training videos, software upgrade release notes, IT Security Policies, vendor application software manuals, the Employee Handbook, state and federal program requirements, and agency policies and procedures.
- Ability to prepare usage reports, issue tracking spreadsheets, training materials, use guidelines, feature proposals, staff performance evaluations, project charters, 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 communicate effectively with, management, coworkers, other County departments and employees, software vendors, and clients.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10291	Supervisor, Civil Administrative Unit	Sheriff's Department	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by HR via the audit process for two employees currently in the Supervisor, Administrative Support classification but who were deemed incorrectly classified. The new classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	Two
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Dept.(s) Affected:	Department of Health and Human Services
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Fiscal Impact:	PG 11A \$64,126.40 - \$89,793.60 The two employees are currently in PG 7. Step Placement TBD by Human Resources.
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	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>
Timothy O'Conner – Deputy Sheriff Lieutenant	8/17/2023	Meeting	Initial Interview to Understand job duties of position
	9/11/2023	Meeting	Follow up Job Analysis Meeting
	10/13/2023	Email	Review of Draft
	10/19/2023	Email	Response to Draft Feedback

	10/23/2023 11/17/2023 12/19/2023	Email Email Email	Response to Draft Feedback Update on timeline Notification on Pay Grade
Donna Kaleal – Business Services Manager	10/13/2023 10/19/2023 10/23/2023 11/17/2023 12/19/2023	Email Email Email Email Email	Review of Draft Response to Draft Feedback Response to Draft Feedback Update on timeline Notification on Pay Grade
Rezarta Dano – Supervisor, Administrative Support	9/11/2023	Meeting	Follow up Job Analysis Meeting
Shaundra Howard – Supervisor, Administrative Support	9/11/2023	Meeting	Follow up Job Analysis Meeting
John Kennick – Compensation Analyst	6/20/2023 10/13/2023 12/13/2023	Email Email Email	Audit Request Received Sent copy of draft Notification of Pay Grade
Kelli Neale – PO4 HR	6/20/2023 10/13/2023 12/13/2023	Email Email Email	Audit Request Received Sent copy of draft Notification of Pay Grade
Jim Battigaglia, Archer Consultant	11/9/2023 12/12/2023	Email Email	Pay Grade Evaluation evaluation Clarification regarding error

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Civil Administrative Unit	Class Number:	10291
FLSA:	Exempt	Pay Grade:	11A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to supervise the operations of the Sheriff's Civil Administrative Unit and to supervise assigned office personnel performing clerical and administrative functions.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for overseeing the operations of the Sheriff's Civil Division including execution of weekly foreclosure sales, court document services, maintaining compliance of unclaimed funds services dictated by the Ohio Revised Code (O.R.C.), collection, disbursal, and allocation of all Civil Administrative Unit Funds from numerous sources, and bank account management and reconciliation. Civil Administrative Unit Supervisors are also responsible for supervision of clerical office personnel. The employee works under general supervision from a manager. The employee exercises discretion in applying laws, policies, and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner and according to federal, state, and local law. This class requires frequent public and court professional contact and is responsible for ensuring both are provided 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.

40% +/- 10%

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

20% +/- 10%

- Plans, coordinates, and oversees the activities of the Civil Administrative Unit; oversees Sheriff's foreclosure sales; ensures processing of Foreclosure, Writ, and Subpoena documents within required deadlines and according to local, State, and Federal regulations; understands, interprets, and applies laws needed to process judicial documents correctly; gathers information, prepares list of Unclaimed Funds, posts for public access, allocates disbursements, and issues checks to County Treasurer; assigns needed appraisals to contracted appraisers; assists with the development and implementation of the Sheriff's Civil Administrative Unit policies and procedures.

20% +/- 10%

- Oversees bank account and fiscal activity related to receipt and disbursement of money from Sheriff's Foreclosure sales and court document services; verifies that money collected reflects system issued receipts; verifies accuracy of funds transferred from Real Auction to bank account

Effective Date:
Last Modified:

Supervisor, Civil Administrative Unit

and that the correct amounts are recorded in the database; reviews amounts to be distributed from sale proceeds based on court orders; disburses funds to appropriate parties; prepares distribution reports for filing with the Clerk of Courts; issues checks to the Treasurer for collected taxes and Sheriff's fees; conducts monthly reconciliation to verify an accurate system to bank account balance; investigates discrepancies between system and bank account amounts; determines reason for discrepancies and makes necessary corrections or adjustments; prepares annual financial and statistical reports for the Civil Administrative Unit; provides financial records for County and State audits as requested.

10% +/- 5%

- Performs, oversees, and manages data entry, document processing, and record maintenance activities; reviews forms, applications, and documents to determine accuracy and completeness of information; ensures compliance with established department procedures for processing forms, applications, and documents; maintains manual/computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested; assists in the development, implementation, and updating of the software system utilized for processing court documents.

10% +/- 5%

- Acts as a liaison with the Courts, other County Agencies, Attorneys, and the general public; coordinates with Court personnel on case information including case status, information changes, corrections, and court document revisions; coordinates with the Clerk of Courts, Treasurer, and Fiscal Officer on cases including case status information, accounting, and fiscal reporting; coordinates with Land Banks and Law firms on court cases and foreclosure processes; provides information to the general public relative to departmental services; handles clients' complaints and queries; responds to Public Records Requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Seven (7) years of accounting, administrative support, or related experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	7 years
Related associate degree	5 years
Unrelated bachelor's or graduate degree	4 years
Related bachelor's degree	3 years
Related master's/doctoral degree	2 years

Related degree fields: accounting, business administration, communications, finance, law, public administration.

Related work experience: accounting, administrative support, auditing, bookkeeping, financial management, account management, public-sector finance, county/city economics, financial experience with government programs, reimbursement, creating/preparing legal documents, reading/interpreting court documents.

Additional Requirements

- Must obtain CJIS certification within one (1) week of starting position.

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 telephone, 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 case management software (Proware).

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 the discipline or discharge of employees.

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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including court documents, bank statements, end of day deposits, Sheriff's deeds, motion for affidavit in contempt, Sheriff's service returns, billing invoices, receipts, spreadsheets, daily and monthly logs and reports, summary reports, records requests, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Local Rules, Collective Bargaining Agreement, Sheriff's standard Schedule of Disciplinary Offenses, Civil Division Policy and Procedures, Records Retention Schedule, and the Ohio Revised Code.

Supervisor, Civil Administrative Unit

- Ability to prepare annual financial and statistical reports, certificate of records disposal, monthly reconciliations, unclaimed funds list, appraiser's lists, receipts, daily and monthly logs and reports, spreadsheets, status reports, timesheets, performance appraisals, 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 interpret accounting terminology and language.
- Ability to communicate effectively with staff, supervisor, management, coworkers, appraisal vendors, Court personnel, Fiscal Office, banks, law firms, internal and external agencies, clients, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11181	Fiscal Specialist 1	All Departments	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11181	Fiscal Specialist 1	All Departments	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, language, and formatting. A technology requirements section was added. No change to PG or FLSA status.
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No. of Employees Affected:	Ten (10)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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>
John Kennick – Compensation Analyst	12/6/2023	Email	Sent copies of Draft Specs
Kelli Neale – PO4 HR	12/6/2023	Email	Sent copies of Draft Specs
Jim Battigaglia	12/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Specialist 1	Class Number:	11181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All Departments		

Classification Function

The purpose of this classification is to perform and monitor a variety of fiscal and budget activities.

Distinguishing Characteristics

This is an entry-level classification that is responsible for performing a variety of fiscal and budgetary duties. Employees in this classification perform work that is more routine and limited in scope and work under close supervision. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This position has no supervisory responsibilities.

Essential Job Functions

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

- 80% +/- 10%
- Performs, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information from various sources to prepare and maintain technical records and reports related to fiscal activities and operations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, withdrawals, and deposits; monitors and tracks expenditures; performs coding functions necessary for proper coding of revenues, expenditures, and adjustments in database; monitors contracts and contract activities for program compliance.
- 10% +/- 5%
- Assists with budget preparation duties for simple budgets and programs; participates in budget development and preparation; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; prepares and maintains financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; contributes to discussions on department financial operations as requested; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; assists with providing reports and information for audits; provides information as requested regarding budgets and fiscal operations to budget and fiscal personnel and clients.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	2 years
Unrelated associate degree	2 years
Related associate degree	1 year
Unrelated bachelor's degree	1 year
Related bachelor's degree	No experience required
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	No experience required

Related degree fields: accounting, business administration, finance, business management, economics, public/nonprofit administration.

Related work experience: accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

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 computer and multifunction printer.

Technology Requirements

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

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 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 fiscal reports, assessment reports, billing invoices, purchase orders, checks, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, purchasing policies and procedures, and manuals.
- Ability to prepare fiscal reports, financial reports, vouchers, purchase orders, invoices, reimbursements, receipts, revenue reports, agendas, 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 accounting terminology and language.
- Ability to communicate effectively with supervisor, coworkers, sales representatives, vendors, other County employees, community partners, external organizations, auditors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11182	Fiscal Specialist 2	All Departments	Non-Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11182	Fiscal Specialist 2	All Departments	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, supervisory responsibilities, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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No. of Employees Affected:	Twenty-One (21)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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>
John Kennick – Compensation Analyst	12/6/2023	Email	Sent copies of Draft Specs
Kelli Neale – PO4 HR	12/6/2023	Email	Sent copies of Draft Specs
Jim Battigaglia	12/6/2023	Email	Request for Pay Grade Recommendation
	12/5/2023	Meeting	Discussion regarding removal of lead worker responsibilities

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Specialist 2	Class Number:	11182
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	All Departments		

Classification Function

The purpose of this classification is to plan and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to perform lead worker responsibilities.

Distinguishing Characteristics

This is an entry level classification that is responsible for performing and coordinating a variety of fiscal and budgetary projects, reports, and duties. Employees in this classification work under general supervision from a supervisor or manager level position. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. The Fiscal Specialist 2 has greater autonomy and responsibility in performance of responsibilities than the Fiscal Specialist 1 and may lead project work. The Fiscal Specialist 2 is assigned work that is more technical/project oriented in nature and more advanced budgets/programs.

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%

- Performs, plans, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; assists with managing fiscal programs, projects, and/or grants; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information to prepare and maintain technical records and reports related to fiscal activities and operations; oversees preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and deposits; monitors and tracks expenditures; monitors and ensures proper coding of revenues, expenditures, and adjustments in database; controls funds distributions to various accounts; monitors contracts and contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches payment and reimbursement discrepancies and past due and problem invoices and resolves; contributes to development of fiscal, budget, and accounting procedures as requested; ensures operational compliance with applicable department, County, state and/or federal regulations.

20% +/- 10%

- Performs and coordinates budget and/or fiscal agenda preparation duties for moderately advanced budgets and programs; assists management with budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; performs and oversees preparation and maintenance of financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; analyzes budget trends and fiscal activities of assigned area of

responsibility; advises and consults with management concerning accounting and financial implications of existing and projected department operations; contributes to development of policies and procedures as they relate to department budget and fiscal operations as requested; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; coordinates the provision of reports and information for audits; coordinates with other County agencies on financial report preparation; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Unrelated associate degree	4 years
Related associate degree	3 years
Unrelated bachelor's degree	3 years
Related bachelor's degree	1 year
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	1 year

Related degree fields: accounting, business administration, finance, business management, economics, public/nonprofit administration.

Related work experience: accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

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

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 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 assessment reports, financial reports, Infor reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook , department policies and procedures, administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary 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 accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, auditors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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