



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

To: PRC Commissioners

From: Albert Bouchahine, Manager of Classification and Compensation

Date: January 29, 2026

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 February 4, 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 (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrative Hearing Officer 19061	13A Exempt	13A Exempt (No Change)	CJFS
Manager, Administrative Hearing Officer 19062	15A Exempt	15A Exempt (No Change)	CJFS
DELETED CLASSIFICATION		PAY GRADE and FLSA STATUS	DEPARTMENT
Dockworker 15001		2A Non-Exempt	Sheriff's Department

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19061	Administrative Hearing Officer	CJFS – OCSS	Exempt	13A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19061	Administrative Hearing Officer	CJFS	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. Requirement of having a valid and current license to practice law was added back in due to an error where it had been previously removed. No change to pay grade or FLSA status.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Jobs and Family Services
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Fiscal Impact:	None – no change to 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>
Maria Copetas – Manager, Administrative Hearing Officer Jeffrey Bloom – SPA4	12/4/2025	Email	Review of Class Spec Draft
	12/23/2025	Email	Discussion regarding minimum qualifications
	1/27/2026	Email	Notification of Pay Grade
Tiffany Dobbins-Brazelton – Director, OCSS	12/23/2025	Email	Discussion regarding minimum qualifications
	1/27/2026	Email	Notification of Pay Grade
Jim Battigaglia, Archer Consultant	1/7/2026	Email	Request for Pay Grade Recommendation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	1/26/2026	Email	Notification of Pay Grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Hearing Officer	Class Number:	19061
FLSA:	Exempt	Pay Grade:	13A
Dept:	Jobs and Family Services		

Classification Function

The purpose of this classification is to preside over administrative child support hearings with assigned parties and their representatives and issue administrative orders and decisions.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing and presiding over administrative child support hearings and issuing administrative orders and decisions. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Manager, Administrative Hearing Officer in that the latter supervises this class and performs the more complex work of the unit.

Essential Job Functions

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

55% +/- 10%

- Conducts administrative hearings; presides over administrative child support hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of paternity, child support establishment, modification of administrative, Domestic Relations Court, and Juvenile Court child support orders, Mistake of Fact (financial and medical), termination of support and financial restriction/withdrawal orders; ensures that parties are advised of their legal rights and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties; advises parties of the nature and scope of service available through OCSS, Cuyahoga County government, and other community services; rules on requests for cancellations, dismissals, and continuances of administrative hearings; reviews all administrative hearing dismissals for possible case closure.

20% +/- 10%

- Prepares child support orders for hearing and no-hearing cases; reviews, evaluates, and interprets the contents, credibility, and accuracy of evidence and testimony presented; prepares relevant child support orders; prepares child support and medical support orders for processing and distribution to parties and attorneys; updates child support database and court docket; mails administrative orders to parties.

15% +/- 5%

- Prepares for administrative child support hearings; reviews files, administrative records, records on parties involved in the hearing, state wage information, court dockets, public assistance information, and information in state-run databases prior to hearings; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; ensures proper legal service of process; verifies address, pay rates, medicals, and other evidence used in hearing; resolves issues that may interfere with productive hearing; considers alternative resolution of issues without the need for a hearing and implements when possible.

Administrative Hearing Officer

5% +/- 2%

- Conducts legal research; researches legal issues presented at hearings; researches statutory, administrative code, and case law upon request or as required by cases.

5% +/- 2%

- Performs supporting administrative responsibilities; attends various meetings to support the function of department or satisfy regulation requirements; meets with management on scheduling and backlogs and process improvements; participates in committees and projects; prepares memorandums, proposals, policies, and procedures; attends trainings to maintain legal license.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with three (3) years of related experience.
- Must have a valid and current license to practice law.

Additional Requirements

- Must obtain and maintain an Ohio Child Support Professionals 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 office machines and equipment including a computer and multifunction printer.

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 (Support Enforcement Tracking System; Ohio Benefits Worker Portal), email and scheduling software (Microsoft Outlook), legal software (Puritas Spring), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), teleconferencing software (Microsoft Teams), word processing software (Microsoft Word).

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Administrative Hearing Officer

- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, paternity information, tax returns, paystubs, medical insurance records, receipt calculations, finding and recommendations, reports and data in state-managed databases, letters from schools), court dockets, 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 administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, backlog report, report for special projects, docket findings, transmittal logs, policy and procedures, spreadsheets, 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 legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19062	Manager, Administrative Hearing Officer	OCSS	Exempt	15A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19062	Manager, Administrative Hearing Officer	CJFS	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Updates were made to the essential functions and language and formatting. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Jobs and Family Services
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Fiscal Impact:	None – no change to 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>
Jeffrey Bloom – SPA4	12/11/2025	Email	Review of Class Spec Draft
	12/23/2025	Email	Discussion regarding changes
	12/24/2025	Email	Clarification regarding changes
	12/29/2025	Email	Clarification regarding changes
	1/7/2025	Email	Confirmation of changes
	1/27/2026	Email	Notification of Pay Grade
Tiffany Dobbins-Brazelton – Director, OCSS	12/11/2025	Email	Discussion regarding minimum qualifications
	12/23/2025	Email	Discussion regarding changes
	1/27/2026	Email	Notification of Pay Grade
Jim Battigaglia, Archer Consultant	1/7/2026	Email	Request for Pay Grade Recommendation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	1/26/2026	Email	Notification of Pay Grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Administrative Hearing Officer	Class Number:	19062
FLSA:	Exempt	Pay Grade:	15A
Dept:	Jobs and Family Services		

Classification Function

The purpose of this classification is to supervise Administrative Hearing Officers as well as to conduct and oversee case reviews and administrative hearings.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Job and Family Services. This class works under direction from the Office of Child Support Services (OCSS) Director/designee, and the Deputy Director. The incumbent exercises discretion in applying procedures to review cases, conduct hearings, and provide instruction for Administrative Hearing Officers.

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%

- Manages and coordinates the administrative hearing officer unit; plans for scheduling docket; prepares and maintains statistical reports on unit performance and hearing backlogs; conducts and logs Quality Assurance reviews; reviews and corrects orders/decisions returned for correction from the Agency/Court and tracks corrections; gives advice and answers questions about policy or legal matters; reviews and resolves clients' complaints regarding hearings and agency/court process; interprets any court orders associated with hearings; attends management, supervisor, and committee meetings; prepares agendas and meeting minutes; attends conferences, trainings, and seminars to maintain licensure.

40% +/- 10%

- Supervises and directs the work of 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.

10% +/- 5%

- Performs legal research into issues related to cases; researches legislation, case law, and existing statutes for most recent information on child support; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development and implementation of policies and procedures based on legislative developments.

10% +/- 5%

- Conducts hearings and reviews and prepares no-hearing administrative cases for complex cases or during staff absences/vacancies; hears arguments and evidence of both parties; compares hearing information and case research with any appropriate guidelines; prepares recommendations and findings; applies data to any associated guidelines for review purposes; reviews problem cases; ensures that administrative hearings are conducted and decisions/orders are issued in compliance with relevant statutes; works with court personnel and Prosecutors' Office to resolve issues on court cases and administrative cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with six (6) years of family law experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements

- Must obtain and maintain an Ohio Child Support Professionals 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 office machines and equipment including a computer and multifunction printer.

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 (Microsoft Outlook), legal software (Puritas Spring), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), teleconferencing software (Microsoft Teams), word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 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, return for corrections spreadsheet, QS review spreadsheet, 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, 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 family law terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, party representatives, court personnel, referees, prosecutors, prison personnel, parole/probation officers, hearing officers, management staff, directors, agency staff, clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15001	Dockworker	Sheriff's Department	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	Incumbents in this position have joined a bargaining Unit.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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:	Dockworker	Class Number:	15001
FLSA:	Non-Exempt	Pay Grade:	2A
Department:	Sheriff's Department		

Classification Function

The purpose of this classification is to unload all food and inventory supplies for the Jail and keep accurate records of all received items.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

- 70% +/- 10%
 - Unloads all food and inventory supplies for the Jail; operates fork lift to unload food and inventory supplies; operates manual and electric pallet jacks to distribute pallets to proper areas; unloads, stacks and organizes food and inventory items by hand; delivers inventory, medical, clerical, and secretarial supplies; oversees inmates working in the stockroom.
- 20% +/- 10%
 - Keeps accurate records of all received items; receives copies of purchase orders in order to confirm ordered quantity and accuracy of product; enters receipt information into purchasing system; determines condition of received goods; files all receipts from distributors.
- 10% +/- 5%
 - Performs miscellaneous tasks related to storeroom activities; coordinates the pick-up of used pallets and receipt of payment; sweeps, cleans, and removes trash; uses garbage lift to empty trash dumpster.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of warehouse 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 forklift, manual and electric pallet jacks, and garbage lift.
- Ability to perform Essential Functions that include lifting, pushing, pulling, bending, and climbing.
- Ability to operate a variety of automated office machines.

Technology Requirements

- No technology required.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including memos, purchase orders, bills, packing slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including supply order manuals.
- Ability to prepare tracker sheet of food items, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to explain procedures and to follow instructions.
- Ability to communicate effectively with supervisors, coworkers, vendors, inmates, and the general public.

Environmental Adaptability

- Work is typically performed in a warehouse and office environment.
- Work may involve exposure to temperature extremes, dust, noise, 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.