



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: February 8, 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 February 14, 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
Administrator, Homeless Services 13271	13A Exempt	HHS - Office of Homeless Services
Appraisal Permit Coordinator 10301	8A Non-Exempt	Fiscal
Senior Administrator, Homeless Services 13272	15A Exempt	HHS - Office of Homeless Services
Senior Supervisor, Investigation 19023	13A Exempt	Health and Human Services
Supervisor, Public Works Stockroom 15201	7A Non-Exempt	Public Works

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Fiscal Specialist 3 (Supervisor, Fiscal Specialist) 11183	12 Exempt	13 Non-Exempt	All Departments
Manager, Investigation 19023	15A Exempt	15A Exempt (NO CHANGE)	Health and Human Services
Manager, Multimedia 16212	15B Non-Exempt	15B Non-Exempt (NO CHANGE)	Information Technology
Multimedia Designer 16212	11B Non-Exempt	11B Non-Exempt (NO CHANGE)	Information Technology

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Forensic Pathologist 1 17011	26A Exempt	Medical Examiner

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13271	Administrator, Homeless Services	Office of Homeless Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Office of Homeless 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:	Office of Homeless Services
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Fiscal Impact:	PG 13A \$69,076.80 - \$96,699.20 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>
Melissa Sirak – SPA5, Administrator of Homeless Services	8/15/2023	Email	Review of Final Draft
	8/22/2023	Email	Follow up on drafts
	8/24/2023	Call	Request for More Info
	8/28/2023	Call	Discussion regarding Minimum qualifications
	9/20/2023	Call	Follow up on min quals
	9/22/2023	Email	Notification of PG
	9/25/2023	Email	Update on process

Jim Battigaglia, Archer Consultant	8/22/2023	Email	Request for Pay Grade Evaluation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Homeless Services	Class Number:	13271
FLSA:	Exempt	Pay Grade:	13A
Dept:	Office of Homeless Services		

Classification Function

The purpose of this classification is to facilitate the operations of the Office of Homeless Services (OHS) by coordinating Advisory Board and Continuum of Care committees and workgroups, reviewing and evaluating performance of contract partners, and producing required reporting for the OHS.

Distinguishing Characteristics

This is a supervisory-level classification with responsibility for coordinating Advisory Board and Continuum of Care (CoC) committees and workgroups, reviewing and evaluating performance of contract partners, and producing required reporting for the OHS. Incumbents work within a framework of established regulations, policies, and procedures and are expected to exercise independence and utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

30% +/- 10%

- Coordinates Office of Homeless Services Committee and Advisory Board meetings; coordinates subcommittee meetings for forty Continuum of Care (CoC) member agencies; determines time for committee and Advisory Board meetings based on participant availability and required participation numbers; creates committee/Advisory board meeting agendas; presents OHS service data and information at committee meetings; participates in strategic discussions during committee meetings to improve OHS services; records meeting minutes and any decisions that were reached during the meeting; creates and distributes a newsletter to stakeholders containing information and updates from the committee meetings; coordinates access to the Homeless Management Information System (HMIS) for partner organizations.

25% +/- 10%

- Oversees and produces required reporting for OHS; reviews data in the HMIS and creates reports based on the information; determines report requirements based on stakeholder stipulations or government regulations; requests data and data analyses from HMIS Administrator based on report requirements; reviews results of analyses to determine if report requirements are met; writes report accompanying the data and analyses and ensures appropriate formatting; distributes reports to stakeholders and/or governing entities; gives presentations on data, interpretations, and conclusions.

25% +/- 10%

- Researches, analyzes, and evaluates performance of OHS contract partners; performs gap analyses on services provided by OHS through contract partners; reviews contract requirements and expectations for OHS partners; determines the expected level of performance for each partner according to the contract; ascertains whether the contract partner experienced any advantages/hindrances that affected results of the performance measurement by communicating with partner; requests data and data analyses from HMIS Administrator based on requirements of the gap

Administrator, Homeless Services

analysis; reviews results of analyses to determine if they cover the necessary scope for the gap analysis; writes report on results of the gap analysis including performance levels, whether or not contract expectations are being met, and any advantages/hindrances affecting performance; distributes reports to stakeholders and/or governing entities; communicates with contract partners who are not meeting contract requirements to discuss how to improve performance; works with partner to create contract performance plan; remains up to date on events that can affect OHS or its partners.

10% +/- 5%

- Participates in the preparation of grant applications for life-time grants; collects performance data for all OHS projects from HMIS database or departmental spreadsheets; interprets results from performance data and determines project status and growth or improvement potential; writes narrative for the grant proposal summarizing performance data for all OHS projects; communicates with the Housing and Urban Development (HUD) state representatives on the most effective way to complete grant applications; revises the grant proposal as needed based on guidance from the HUD state representative.

10% +/- 5%

- Supervises and directs the work of the HMIS Administrator; 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.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, urban services administration, urban studies, or related field with six (6) years of experience in HUD/federally funded data analytics, HUD/federally funded social service program administration, or HUD/federally funded program monitoring; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), and database software (Homeless Management Information System, Infor, OnBase, Matrix, HUD E-SNAPS, Sage Data Depository).

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-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 annual reports and analyses, quarterly reports, grant agreements, budgets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, HUD Continuum of Care policies, funding guidelines and standards, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, and Federal Partner Regulations.
- Ability to prepare performance reports for HUD funded grants, budget presentations, employee performance evaluations, 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 legal, accounting, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, grant recipients, boards, taskforce members, state and federal agencies and partners, and other County employees and departments.

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
10301	Appraisal Permit Coordinator	Fiscal Office	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Fiscal Office 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:	Fiscal Office
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Fiscal Impact:	PG 8A \$54,662.40 - \$76,523.20 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>
Lisa Rocco - Director of Operations	12/14/2023 12/28/2023	TEAMs Meeting Email	Job Analysis Meeting Review of Final Draft
Neil Winans – Manager, Residential/Agricultural Appraisal	12/14/2023 12/28/2023	TEAMs Meeting Email	Job Analysis Meeting Review of Final Draft
Lou Gentile – Manager, Commercial/Industrial Appraisal	12/14/2023 12/28/2023	TEAMs Meeting Email	Job Analysis Meeting Review of Final Draft

Kelli Neale – PO4 HR	12/14/2023	TEAMs Meeting	Job Analysis Meeting
John Kennick – Compensation Analyst	12/14/2023	TEAMs Meeting	Job Analysis Meeting
Jim Battigaglia, Archer Consultant	1/17/2024	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Permit Coordinator	Class Number:	10301
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to coordinate and manage activities related to the implementation and maintenance of a standardized system for submitting building permit information to the Cuyahoga County Appraisal Department.

Distinguishing Characteristics

This is a journey-level position responsible for coordinating and managing activities related to the implementation and maintenance of a standardized system for submitting building permit information to the Cuyahoga County Appraisal Department. This position works under general supervision of the Manager, Residential/Agricultural Appraisal. Incumbents work independently but receive occasional instruction or assistance as new or unusual situations arise. Employees ensure that all activities are performed in a timely manner and according to policies, procedures, 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.

40% +/- 10%

- Implements and manages the standardized annual permit submission process; establishes standardized language and formatting in which permits should be submitted to ensure consistency and clarity; collaborates with department employees and municipalities' building departments to draft and review standardized terms and language for building permits; coordinates with the County Information Technology department and/or software vendors to incorporate and update standardized language and forms in the data system; coordinates the monthly submission of building permits from municipalities; reviews permits submitted by the municipalities' building departments to determine accuracy and completeness of information; inputs, maintains, and compiles a variety of reports and forms related to permitting activity; ensures that policies and procedures are followed in the receipt of permits; identifies areas for improvement in the permit submission process based off of feedback or when issues arise; reviews permit information and language to determine if an appraisal field review is needed; utilizes information in GIS database and/or communicates with building commissioners to obtain more information when needed on making a determination for a field review.

30% +/- 10%

- Oversees and utilizes database system to coordinate permit information and fill queries; collaborates with Appraisal Analysts and/or system vendors to troubleshoot technical issues with the database system; maintains comprehensive permit information in database system warehouse so data is accessible for use by various stakeholders; receives query requests for information from the department's data warehouse from municipalities' building departments, colleges, universities, Cuyahoga County departments, or partner agencies; assists with completion of the annual state property tax report by providing necessary data to Appraisal Managers.

Effective Date:
Last Modified:

Appraisal Permit Coordinator

20% +/- 10%

- Serves as primary liaison for permit submission process and permit data; informs partner agencies of the availability of electronic submittal and web-based options; provides information regarding permit submission process; attends meetings with real estate developers, land banks, municipalities, and land-use consortiums regarding Cuyahoga County tax appraisal matters; attends public events where community members can dispute the changes in their tax bills; answers phone questions that come in from the public regarding their tax bills.

10% +/- 5%

- Develops and maintains policies and procedures for permit submission process; drafts policies, procedures, and training materials for the permit submission process for use by the Appraisal Department and municipality building departments; provides in-person and virtual training and guidance to municipality building department directors in submitting various permit forms and ensuring understanding of the process and the necessary information required to complete an accurate and complete submission.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree and three (3) years of municipal building department, public appraisal, real estate, realtor, tax appraisal, residential/commercial builder, or related experience; **or any equivalent combination of education, training, and experience as defined in the table below.**

Education	Experience
High School Diploma/GED	7 years
Associates	5 years
Bachelors	3 years
Masters/PH.D.	1 years

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 database software (Data Cloud Solutions, CAMA, OnBase, Infor, etc.).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

Effective Date:
Last Modified:

Appraisal Permit Coordinator

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and basic 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 building permits, plats, razing affidavits, property inquiries, data query requests, system usage reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, the Employee Handbook, Ohio Department of Taxation requirements, and agency policies and procedures.
- Ability to prepare data reports, data spreadsheets, training materials, use guidelines, 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 real estate appraisal and construction terminology and language.
- Ability to communicate effectively with supervisor, management, coworkers, external government partner agencies, Building Commissioners, Land Bank employees, other County departments and employees, software vendors, 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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13272	Senior Administrator, Homeless Services	Office of Homeless Services	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Office of Homeless 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:	Office of Homeless Services
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Fiscal Impact:	PG 15A \$76,835.20 - \$107,556.80 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>
Melissa Sirak – SPA5, Administrator of Homeless Services	8/15/2023	Email	Review of Final Draft
	8/22/2023	Email	Follow up on drafts
	8/24/2023	Call	Request for More Info
	8/28/2023	Call	Discussion regarding Minimum qualifications
	9/20/2023	Call	Follow up on min quals
	9/22/2023	Email	Notification of PG
	9/25/2023	Email	Update on process

Jim Battigaglia, Archer Consultant	8/22/2023	Email	Request for Pay Grade Evaluation
	8/31/2023	Email	Providing more information
	9/5/2023	Email	Reminder to provide updated evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrator, Homeless Services	Class Number:	13272
FLSA:	Exempt	Pay Grade:	15A
Dept:	Office of Homeless Services		

Classification Function

The purpose of this classification is to plan, organize, oversee, and review internal efforts and coordinate external efforts and community partnerships in providing homeless assistance services.

Distinguishing Characteristics

This is a managerial level classification with responsibility for assisting the Director with leading, planning, and coordinating Cleveland/Cuyahoga County Homeless Continuum of Care (CoC) efforts to develop and implement a coordinated community plan to provide homeless assistance services and end homelessness. Incumbents work under general direction of the Director, Office of Homeless Services (OHS). Work performed is not standardized and employees are expected to exercise a high level of independent judgment and initiative. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

25% +/- 10%

- Assists with leading the Cleveland/Cuyahoga County Homeless Continuum of Care; coordinates service providers, advocates, and public agencies in collaboration of a coordinated community plan to provide homeless assistance services; leads collaborative community efforts in allocation of funds and strategic planning for homeless services and ending homelessness; establishes framework in which CoC providers collaborate and make decisions to reflect shared objectives and address key challenges during day-to-day operations, special events, and crises; determines possible avenues to address CoC emergency services and business needs; identifies gaps within the CoC's delivery of homeless services; initiates collaboration and identifies funding sources to address those needs; assists the Advisory Board to the CoC in reflecting the diversity of people experiencing homelessness in Cuyahoga County; ensures that policies established by the Advisory Board are implemented by the CoC.

25% +/- 10%

- Oversees the provision of homeless services through contracted service providers; manages grant contracts; develops and oversees the competitive process to allocate available funding among current non-profit service providers; oversees development of contracts, program budgets, and expenditures of service providers; monitors program compliance and performance levels of contracted service providers; manages and addresses gaps in service delivery; collaborates with service providers to establish policies and written standards for the delivery of services; develops, implements, and provides training on Evidence Based Practices; provides interpretation of HUD program regulations and system performance requirements for service providers.

25% +/- 10%

- Assists with leading agency-wide initiatives to promote system improvements, increase and diversify revenue, improve service delivery, and measure outcomes; conducts an annual analysis of program

Effective Date: TBD
Last Modified: TBD

Senior Administrator, Homeless Services

inventory and CoC funding and resources; utilizes information to determine most strategic use of funding and identify CoC gaps and needs; oversees data collection and analysis including the annual point-in-time count, inventory of resources to address homelessness, and program outcomes; evaluates, develops, revises, and standardizes policies and practices to support overall system delivery and improve project performance; promotes equity within agency contracts and service delivery through revision of policies and funding opportunities through OHS.

10% +/- 5%

- Coordinates funding for homeless assistance including federal, state, and local dollars to ensure a full continuum of homeless services; works with the Director and other staff to complete the annual grant application process for Continuum of Care HUD funds; oversees compilation of required reports and ensures reports are submitted according to requirements and by the deadline; ensures that any matching requirements for funding are met; uses performance data to examine if funds are being most effectively utilized and provides recommendations on areas that are underperforming.

10% +/- 5%

- Supervises and directs the work of the Administrator, Homeless Services; 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.

5% +/- 2%

- Performs supporting administrative responsibilities; attends and participates in professional group meetings; prepares various reports and makes presentations to boards, commissions, and other groups regarding program and recommendations; stays abreast of state and federal legislation and innovations relating to homelessness programs and funding; performs various public relations activities including communicating with the public, media, elected officials, and government agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, urban services administration, urban studies, or related field with eight (8) years of HUD/federally funded data analytics, HUD/federally funded social service program administration, or HUD/federally funded program monitoring human services program administration, homeless service administration, or non-profit program management; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), and database software (Homeless Management Information System, Infor, OnBase, Matrix, HUD E-SNAPS, Sage Data Depository).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including annual reports and analyses, quarterly reports, grant agreements, budgets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books, manuals, guidelines, and standards including the Employee Handbook, HUD Continuum of Care policies, funding guidelines, and standards, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, CoC Policies and Standards and Federal Partner Regulations.
- Ability to prepare performance reports for HUD funded grants, application to HUD for grant funding, budget presentations, employee performance evaluations, 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 legal, accounting, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, grant recipients, boards, taskforce members, state and federal agencies and partners, and other County employees and departments.

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
19023	Senior Supervisor, Investigation	HHS	Exempt	13A

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:	Department of Health and Human Services
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Fiscal Impact:	PG \$70,449.60 - \$98,633.60 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>
Amanda Jones, Manager, Investigation	12/1/2023 12/4/2023 1/12/2024	Email Email Email	Review of Final Draft Update of Process Notification of PG and update on process
John Kennick, Compensation Analyst	1/3/2023 1/11/2023	Email Email	Notification of PG Update regarding PG
Kelli Neale, PO4 HR	1/3/2023 1/11/2023	Email Email	Notification of PG Update regarding PG

Jim Battigaglia, Archer Consultant	12/4/2023 1/4/2024	Email Email	Request for Pay Grade Evaluation Question regarding evaluation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Investigation	Class Number:	19023
FLSA:	Exempt	Pay Grade:	13A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower-level supervisors and to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a second-line supervisory-level classification that is responsible for supervising Investigation Supervisors and assisting the Manager, Investigation with management of the Investigations unit. This position works under direction of the Manager, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. The Senior Supervisor classification is distinguished from the Manager, Investigation in that the former manages the operations of the investigations unit whereas the latter has overall responsibility for the department and manages its other units including fraud auditing and the IEVS 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.

- 25% +/- 10%
- Supervises and directs the work of Investigation Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Organizes, coordinates, monitors, and evaluates Investigative unit operations and procedures; develops, establishes, and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; creates and explains processes for the completion of specific tasks; assists with establishing and communicating guidelines, policies, and procedures to employees.
- 15% +/- 5%
- Performs investigations duties; prepares and reviews benefits fraud cases for criminal prosecutions in local, state and federal courts; reviews cases for submission to the Ohio Bureau of State Hearings (BSH) to disqualify individuals for participation in County administered programs; serves as expert witness on programs, procedures, and policies in court proceedings related to benefits fraud; reviews bankruptcy dockets and terminates claims appropriately; assists federal and state

Effective Date:
Last Modified:

Senior Supervisor, Investigation

law enforcement in SNAP Trafficking investigations; assists members of the public and other agencies by responding to requests for information, service, or appropriate referral; attends quarterly state fraud control meetings.

15% +/- 5%

- Assists with the management of the daily operations of the department; ensures daily operations, case management, and service delivery processes are in compliance with County, state, and federal government laws, directives, and standards; oversees activities for multiple programs by implementing policies, recommending enhancements, and monitoring compliance; oversees activities related to proper implementation of state and federal programs; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.

10% +/- 5%

- Provides guidance and assistance to assigned staff on benefits claims cases; troubleshoots issues with case maintenance when needed; provides interpretation and clarification of applicable regulations, policies, and procedures to staff and clients.

10% +/- 5%

- Organizes, coordinates, prepares, and delivers training for Supervisors, Investigators and EFS Specialists on eligibility and investigation policies/procedures as related by State Fraud Control and USDA Food and Nutrition Service (FNS).

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice, or a related field and five (5) years of public assistance eligibility determination or investigations experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (MS Publisher, PowerPoint), database software (Microsoft Access), and case 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.

Effective Date:
Last Modified:

Senior Supervisor, Investigation

- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend the discipline or discharge of other 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 consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, State Hearing and Compliance reports, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, bankruptcy filings, child custody records, child support documentation, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, the Employee Handbook, CJFS Manual, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Administrative Hearing Handbook, bankruptcy laws, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, tracking spreadsheet, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other County departments, other County employees, State employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15201	Supervisor, Public Works Stockroom	Public Works	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created based on the CPQ of a current Supervisor, Administrative Support. She was deemed misclassified by HR and they requested we create a classification specific to the work she is performing.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 7A \$51,521.60 - \$72,113.60 Step Placement TBD by Human Resources
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Staffing Implications:	Employee will be transferred 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>
Kelli Neale, Program Officer 4	12/21/2023	Email	Sent drafted specification
John Kennick, Compensation Analyst	1/16/2024	Email	Established equivalencies
Jim Battigaglia, Archer Consultant	1/19/2024	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Public Works Stockroom	Class Number:	15201
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to maintain the Harvard Yard stockroom and conduct the ordering/re-ordering of various supplies, equipment, and tools for all Sanitary, Road and Bridge, and Fleet employees.

Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising various custodial, landscaping, and other assigned staff. This classification works under close direct supervision and exercise discretion in following and ensuring a well-defined framework of policies, procedures, 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.

35% +/- 10%

- Performs the ordering and receipt of all inventory for the Stockroom; orders supplies, tools, and personal protective equipment (PPE) for various teams and projects ; reviews quotes and estimates; prepares requisitions for all PPE and supplies that are needed for the stockroom; reviews purchase order statuses and approval numbers; checks if vendors are registered; assists unregistered vendors with necessary documentation for registration; orders office supplies and equipment for office employees.

20% +/- 10%

- Supervises and directs the work of groundskeeper, storekeeper, custodial, administrative support, or clerical staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; trains new and current employees on various office and administrative tasks such as procedures for requesting and ordering supplies, completing documents and forms, and using common desktop software; assigns vehicles and ensures appropriate equipment is available; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Tracks inventory parts and supplies using the Enterprise Asset Management (EAM) module in the County's INFOR system; performs data entry, data processing, and record maintenance activities for all inventory parts and supplies in the Stockroom; resolves routine issues, and plans process improvements to increase workflow efficiency; identifies and resolves inconsistencies in records; updates information in databases; maintains inventory counts of all tools, materials, and equipment in the stockroom; produces reports of database information as requested.

15% +/- 5%

- Oversees the maintenance of meeting rooms; coordinates the room set up and take down for all booked meetings and trainings; accommodates supplemental equipment that is needed; coordinates cleaning and disinfecting after events; staffs weekday and weekend events that utilize the training rooms.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and boards throughout the County.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) year of administrative and support experience; or any equivalent combination of education, training, and 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	5 years
Unrelated associate degree	3 years
Related associate degree	3 years
Unrelated bachelor's degree	1 year
Related bachelor's degree	1 year
Unrelated master's/doctoral degree	0 years
Related master's/doctoral degree	0 years

Related degree fields: accounting, business, public administration, management

Related work experience:

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate various moving supplies such as pallet jack, ladder, and two-wheel dolly.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend, and twist; ability to push, pull, and lift up to 50lbs.

Technology Requirements

Supervisor, Public Works Stockroom

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database software (INFOR EAM) and other software as needed.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, 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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including vendor billing invoices, attendance records, vendor quotes, packing slips, purchase orders, office supply request forms, agendas, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, vendor quotes, purchase orders, packing slips, inventory lists, agendas, performance evaluations, 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 with supervisors, coworkers, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a stockroom and an office environment.

Supervisor, Public Works Stockroom

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
11183	Fiscal Specialist 3	All Departments	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11183	Supervisor, Fiscal Specialist	All Departments	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the language and formatting. The title changed from Fiscal Specialist 3 to Supervisor, Fiscal Specialist. The pay grade has increased from PG 12A to PG 13A.
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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 12A: \$67,288.00 – \$94,224.00 PG 13A: \$70,449.60 – \$98,633.60 Step Placement TBD by Human Resources
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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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	1/12/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Fiscal Specialist	Class Number:	11183
FLSA:	Exempt	Pay Grade:	13A
Dept:	All Departments		

Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to supervise accounting, clerical, and other support staff.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for planning, coordinating, and directing a variety of fiscal and budgetary duties as well as supervising lower level fiscal and budget personnel. This class works under a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner. The Fiscal Specialist 3 is distinguished from the Fiscal Specialist 2 by supervisory duties, greater level of managing responsibility, and more advanced, technical duties.

Essential Job Functions

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

- 30% +/- 10%
 - Plans, directs, coordinates, and manages fiscal control activities and operations for a department or specialized fiscal section of a department or division; manages fiscal programs and projects; reviews, processes, and monitors expense adjustments, revenue adjustment, appropriation adjustments, budget transfers, requisitions, and purchase orders; oversees and directs 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; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; controls fund distribution to various accounts; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; authorizes and oversees inventory control and travel reimbursement functions; researches financial discrepancies and resolves; plans, develops, and updates fiscal, budget, and accounting procedures and ensures operational compliance with applicable department, County, state and/or federal regulations; manages and ensures compliance for federal grants.
- 30% +/- 10%
 - Administers department's budget by overseeing and monitoring financial processes, financial management systems, budgetary programs, grant accounts and budgets, cost funding, and cost management systems; develops and monitors budgetary programs and cost funding systems and procedures; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs;

Supervisor, Fiscal Specialist

develops budget presentations; establishes and implements guidelines and procedures for budget preparation; develops, supervises, and monitors budget and fiscal control processes; prepares, maintains, and oversees preparation and maintenance of financial records and reports and ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and county, state, and federal regulations; develops, recommends, and implements policies and procedures as they relate to department budget and fiscal operations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

20% +/- 10%

- Supervises accounting, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plan, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Provides budgetary assistance and technical advice to budget and fiscal personnel, clients, upper level management, and other County departments; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; provides technical expertise in budgetary matters to county, state and/or private agencies; provides assistance with grant-funded programs to other county agencies; coordinates with other county agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; 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 three (3) years of accounting, finance, or budget management experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisor, Fiscal Specialist

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including assessment reports, financial reports, Infor reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, letters, 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 the 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 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 immediate supervisor, managers, vendors, service providers, other County employees, auditors, subordinates, 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
19023	Manager, Investigation	HHS	Non-Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19024	Manager, Investigation	HHS	Non-Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	Changes were made to the classification because of adding a lower-level position to the series. Changes were made to the essential job functions, minimum education/experience, and classification number.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Department of Health and Human Services
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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>
Amanda Jones, Manager, Investigation	12/1/2023 12/4/2023 1/12/2024	Email Email Email	Review of Final Draft Update of Process Notification of PG and update on process
Jim Battigaglia, Archer Consultant	12/4/2023	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Investigation	Class Number:	19024
FLSA:	Exempt	Pay Grade:	15A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to organize, coordinate, and direct the activities of the Investigation Department and its personnel.

Distinguishing Characteristics

This is a manager level classification that is responsible for managing investigations into fraud or overpayments for both public assistance programs and internal investigations across Health and Human Service agencies as well as supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. This position oversees the operations and promotes the efficiencies of the Investigation Department, incorporates process improvements, and ensures that work meets time and quality objectives. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures 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.

35% +/- 10%

- Manages the Investigation Department and its activities; oversees and ensures that the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; gathers and analyzes department performance data; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives, and activities of department to ensure continuing operations.

25% +/- 10%

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

20% +/- 10%

- Performs investigations duties; provides assistance to case prosecutors and federal and state agencies during all stages of trial proceedings; serves as expert witness on programs, procedures, and policies in court proceedings; oversees County public assistance collections; reviews, edits and

Manager, Investigation

approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.

10% +/- 5%

- Provides guidance and assistance to staff on benefits claims cases or internal cases; troubleshoots issues with case maintenance when needed; provides interpretation and clarification of applicable regulations, policies, and procedures to staff and clients.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with federal and state fraud units, law enforcement, and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, finance, law, criminal justice, or related field with seven (7) years of criminal or administrative investigative experience including four (4) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (MS Publisher, PowerPoint), and case management information systems.

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.

Manager, Investigation

- 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 such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook, program guidelines, and ethics policies.
- Ability to prepare monthly, quarterly, and annual summary reports, collections data, claims processed summary, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, 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 related legal and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, attorneys, auditors, law enforcement personnel, other County, State and Federal personnel, Unions, 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
16212	Manager, Multimedia	Information Technology	Non-Exempt	15B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16212	Manager, Multimedia	Communications	Non-Exempt	15B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The department was changed from Information Technology to Communications. Updates were made to language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Information Technology; Communications
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Fiscal Impact:	No change to Pay Grade or FLSA status
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Staffing Implications:	Reporting structure for employee will change.
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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>
Andy Johnson, CIO	9/5/2023	Meeting	Notification of transfer of employees to different department

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Multimedia	Class Number:	16212
FLSA:	Exempt	Pay Grade:	15B
Dept:	Communications		

Classification Function

The purpose of the classification is to plan, direct, coordinate, and manage the technical production of video media activities initiated, generated, and produced by County staff.

Distinguishing Characteristics

This is a professional, management-level class working under the direction of the Communications Director. The person in this class is responsible for overseeing internal and external resources, client relations, and content creation and dissemination to support the goals of the Communication Department. This position is responsible for monitoring the work of outside service vendors as well as supervising and participating with staff. The employee in this class uses interpersonal communication, analytical, and problem-solving skills, as well as technical skills to demonstrate the ability to think creatively and provide marketable solutions in developing and producing content. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of multimedia development for the County. This class requires extensive knowledge of multimedia, A/V, and video equipment, systems, and 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.

- 30% +/- 10%
- Administers projects and manages a staff of technical production specialists to support strategic objectives of the Communications Director; gathers project requirements, reviews project proposals, prepares status reports, and monitors projects to ensure that they remain on schedule, within budget, and are in alignment with current technical standards and communication strategy; effectively communicates business objectives; reviews and researches client concerns and acts as lead collaborative with client, web designers, and productions staff to ensure brand consistency; contributes and produces multi-platform communications for use by broadcast, web, social media, and print; oversees and coordinates graphic design, copywriting, and production.

- 30% +/- 10%
- Captures, directs, and edits Cuyahoga County video productions including in-studio, on-location, live events, and special projects; produces original client driven multimedia content and AV system solutions; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; use aesthetic judgment and presentation skills to stylize assigned programs; produces, shoots, and edits high-definition video and optimizes media for various formats.

- 25% +/- 10%
- Supervises and directs the work of Multimedia Designer(s) and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee

Manager, Multimedia

training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Oversees and maintains production facilities including studio, meeting control rooms, edit stations & equipment rooms to ensure proper setup, use and maintenance of production areas and equipment; oversees the work of vendors including A/V installation, configuration and maintenance; monitors and evaluates the efficiency and effectiveness of multimedia delivery methods and procedures, and makes recommendations for improvements; conducts research for production equipment purchases and provides budgetary pricing and purchase recommendations for future needs and advances in technology.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, video productions, management, digital media, or a related field with six (6) years of experience involving photography, videography, digital editing, storytelling, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of camera systems and video equipment, lighting equipment and light-board, production equipment, AV systems equipment, voice recorders, live broadcasting hardware, sound mixer and other sound equipment, aerial drone with camera system, and various other technologies and software utilized by the County multimedia department.

Technology Requirements

- Ability to operate a variety of multimedia production software including cloud-based digital asset management software (EVO Sharebrowser, Canto), collaboration software (MS OneNote), email software (Outlook), publishing/photo editing software (Adobe Creative Cloud suite: Premiere Pro, Illustrator, Photoshop, InDesign, XD), presentation software (PowerPoint), spreadsheet software (MS Excel), and 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, evaluation, or promotion of employees.

Manager, Multimedia

- 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, perform routine statistics, and utilize principles of 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 project concepts, agency promotional and operational material, video release forms, billing invoices, performance evaluations forms, and other reports and records.
- Ability to comprehend a variety of reference books and materials including the Employee Handbook, departmental and County policy manual, software manuals, video productions, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, timesheets, status reports, budget information, 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, video and audio production, web and network, AV systems, schematic drawings, construction blueprints, renderings, and sound mastering terminology and language.
- Ability to communicate with County Council Members, Executive leadership, staff, clients, vendors, contractors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations may involve exposure to weather conditions.

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
16212	Multimedia Designer	Information Technology	Non-Exempt	11B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16212	Multimedia Designer	Communications	Non-Exempt	11B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The department was changed from Information Technology to Communications. Updates were made to the distinguishing characteristics 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:	Two (2)
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Dept.(s) Affected:	Information Technology; Communications
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Fiscal Impact:	No change to Pay Grade or FLSA status
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Staffing Implications:	Reporting structure for employee will change.
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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>
Andy Johnson, CIO	9/5/2023	Meeting	Notification of transfer of employees to different department

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multimedia Designer	Class Number:	16211
FLSA:	Exempt	Pay Grade:	11B
Dept:	Communications		

Classification Function

The purpose of the classification is to capture, direct, and edit multimedia productions including in-studio, on-location, live events, and special projects to meet the goals and communication needs for the agencies, organizations, and partners of Cuyahoga County.

Distinguishing Characteristics

This is a journey level classification responsible for designing, creating, and providing multimedia content through multiple County platforms. This position works under general supervision of the Manager, Multimedia and is expected to exercise independent judgment and initiative. The employee in this class ensures that assigned activities are completed in a timely and efficient manner and according to policies, procedures, and related regulations. This class is distinguished from the Manager, Multimedia 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.

- 35% +/- 10%
 - Captures, directs, and edits video productions including in-studio, on-location, live events, and special projects; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; produces, shoots, and edits visual communication projects and optimizes media for various formats; setup lighting; pack and transport necessary audio, video, lighting gear and grip equipment to remote locations; ensures composition, focus, exposure, audio levels and video signals for proper guidelines and results; edits video clips and utilize additional footage, broadcast graphics, music, sound to engage the audience.
- 25% +/- 10%
 - Administers technical video engineering and conducts research to stay up to date on current technologies; administers functional operation of hardware and software systems; plan and develop custom technical solutions to meet client requirements and requests; research equipment, hardware, software, technology, and high-end storage systems.
- 15% +/- 5%
 - Designs graphics and animations for print, web, and digital applications; produce designs and develops work for various media (e.g., web, television, social media, etc.); develop video branding and informational slides related to specific projects; design broadcast ready graphics and animations to help the audience visualize complex information and statistics.
- 15% +/- 5%
 - Manages client account services; communicates, plans, and executes complex projects with various agencies and levels of administration to fulfill their media strategies; develop ideas and communicate opportunities with end clients.

Multimedia Designer

10% +/- 5%

- Captures, directs, and edits photography; schedules, plans, and coordinates photography session and photography related projects for marketing, advertising, and communication initiatives; edits and enhances the appearance and level of professionalism in finalized photos.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in visual communications, digital art / design, film, or a related field with two (2) years previous experience that includes photography, videography, film editing, or a related field, or any equivalent combination of education, training, and experience.
- A 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 and multifunction printer.
- Ability to operate a variety of camera systems and video equipment, lighting equipment and light-board, production equipment, AV systems equipment, voice recorders, live broadcasting hardware, sound mixer and other sound equipment, aerial drone with camera system, and various other technologies and software utilized by the County multimedia department.

Technology Requirements

- Ability to operate a variety of multimedia production software including cloud-based digital asset management software (EVO Sharebrowser, Canto), collaboration software (MS OneNote), email software (Outlook), publishing/photo editing software (Adobe Creative Cloud suite: Premiere Pro, Illustrator, Photoshop, InDesign, XD), presentation software (PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and utilize principles of 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 project concepts, project proposals, project scripts, equipment lists, equipment order forms, media treatment forms, order delivery sheets, billing invoices, and other reports and records.

Multimedia Designer

- Ability to comprehend a variety of reference books and materials including the Employee Handbook, software manuals, video specifications and regulations, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, timesheets, status reports, budget information, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret marketing, video and audio production, web and network, and A/V systems terminology and language.
- Ability to communicate with supervisor, co-workers, County Council Members, Executive leadership, department administrators, clients, vendors, contractors, other County employees, representatives from external agencies and businesses, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations may involve exposure to weather conditions.

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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17011	Forensic Pathologist 1	Medical Examiner's Office	Exempt	26A

Requested By:	Personnel Review Commission
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Rationale:	This classification is now unclassified and can be deleted from the class plan.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	Medical Examiner's Office
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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
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 1	Class Number:	17011
FLSA:	Exempt	Pay Grade:	26A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees.

Essential Job Functions

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

- 65% +/- 10%
 - Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets ancillary testing as necessary; attends crime scenes to assist with death investigations; determines the identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
 - Oversees student and resident rotations; assists with the education of students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
 - Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
 - Performs related ancillary responsibilities; attends meetings, conferences, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; assists in the planning and participation of department research activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Board Eligibility in Anatomic and Forensic Pathology as determined by the American Board of Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier..
- Ability to use appropriate surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

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 case history, investigator reports, autopsy reports, interviews, laboratory reports, Fellow applications and evaluations, accreditation documents, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.

Forensic Pathologist 1

- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, 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, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments, and conditions at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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.