



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: March 26, 2026

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the April 1, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Co-Director, 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 |
|---|---------------------------|-----------------------------|
| Senior Classification and Compensation Specialist 14172 | 14A Exempt | Personnel Review Commission |
| Workforce Program Specialist 13381 | 11A Exempt | Health and Human Services |

| REVISED CLASSIFICATIONS (Revised Title) | CURRENT PAY GRADE & FLSA | RECOMMENDED PAY GRADE & FLSA | DEPARTMENT |
|--|--------------------------|-------------------------------|------------------------------------|
| Economic & Community Development Program Specialist 13071 | 13A Exempt | 13A Exempt (No Change) | Development |
| Emergency Management Hazmat Analyst 15171 | 9A Exempt | 10A Exempt | Public Safety and Justice Services |
| HHS Training Specialist 14052 | 10A Non-Exempt | 10A Non-Exempt (No Change) | Health and Human Services |
| Manager, Voice-Video Communications 16221 (Manager, Unified Communications) | 14B Exempt | 15B Exempt | Information Technology |
| Supervisor, HHS Training Specialist 14053 | 12A Exempt | 12A Exempt (No Change) | Health and Human Services |

| DELETED CLASSIFICATION | PAY GRADE and FLSA STATUS | DEPARTMENT |
|-------------------------------|----------------------------------|-------------------|
| Manager, Airport 15121 | 17A Exempt | Public Works |
| Talent Advisor 21051 | 9A | Development |
| Workforce Analyst 14151 | 8A | Development |

PROPOSED NEW CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|--|------------------------------------|--------------------|------------------|
| 14172 | Senior Classification and Compensation Specialist | Personnel Review Commission | Exempt | 14A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | This is a new classification requested by the Personnel Review Commission based on department need. 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: | Personnel Review Commission |
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| Fiscal Impact: | PG 14A \$76,585.60 - \$107,203.20 Step Placement TBD. |
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| Staffing Implications: | Position to be filled once classification is active. |
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| PRC Contact(s): | 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> |
|--|--------------------------------|--------------------------------|--------------------------|
| George Vaughan, Co-Director | 3/4/26 | E-mail | Review of classification |
| Skye Gillispie, TWL Manager, Employment System | 3/4/26 | E-mail | Review of classification |
| Jim Battigaglia, Archer Consultant | 3/17/26 | E-mail and Telephone | Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|---|----------------------|-------|
| Class Title: | Senior Classification and Compensation Specialist | Class Number: | 14172 |
| FLSA: | Exempt | Pay Grade: | 14A |
| Departments: | Personnel Review Commission | | |

Classification Function

The purpose of this classification is to serve as the team lead in the development and maintenance of Cuyahoga County's Non-Bargaining Classification and Compensation Plans.

Distinguishing Characteristics

This is a professional-level classification working under direction of a manager or Co-Director with responsibility for developing and maintaining classification specifications for all non-bargaining classified positions at the County. The incumbent is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The employee in this class serves as a lead worker over Classification and Compensation Specialist(s) and is expected to be fully aware of the operating policies and procedures of the work unit. . Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 50% +/- 10%
- Develops and edits classification specifications for all classified positions at the County as well as consulting projects with PRC clients; analyzes job duties based on comprehensive position questionnaires (CPQs), outside research, job descriptions, job shadowing, and job analysis meetings with subject matter experts (SMEs); leads job analysis meetings; recommends job analysis procedures; analyzes percentages of time; works with management to determine and validate accurate minimum qualifications and licensures; evaluates the minimum qualifications based on the classification series; reviews, analyzes, and compares existing specifications and class series to verify all specifications are still necessary; identifies classifications without incumbents; works with departments and HR to determine if classifications need modifications or deletion; supports division goals including four-year maintenance cycle; assists in creating and maintaining job families.
- 20% +/- 10%
- Serves as the Classification and Compensation Specialist team lead; assigns, coordinates, and reviews Classification and Compensation Specialists' work; answers their questions and provides assistance as necessary; provides quality control of Classification and Compensation Specialists' work; consults with Co-Director regarding staffing needs of classification & compensation team; makes hiring recommendations to PRC Co-Director regarding staff vacancies (Classification and Compensation Specialist and Intern).
- 15% +/- 5%
- Maintains records related to maintenance of the Class Plan; works with IT to ensure changes to the Class Plan are reflected accurately on the PRC website; creates documents to track Class Plan maintenance; serves as the point of contact for incumbents, managers, and directors for classification projects; recommends the creation of new classifications based on analysis of CPQs as needed;

Senior Classification and Compensation Specialist

identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); meets with department management to review reorganization plans; drafts language that complies with FLSA, ADA, and related professional and legal standards; reviews and analyzes job evaluations for specifications in County Plan; prepares for routine maintenance of specifications by gathering and preparing all relevant information necessary; develops and presents training (including in-person and virtual training) for managers and directors on class plan maintenance process; recommends specifications for next round of maintenance; researches for classification incumbents, managers, directors, and other points of contacts by accessing County HRIS; collaborates with HR and IT to collect and verify information; answers incumbents, supervisor, and management questions; provides classification information to County's contracted job evaluation consultant for pay grade determination; coordinates further discussions; evaluates job data to synthesize information from multiple positions into logical, coherent classifications; evaluates classification information to develop recommendations regarding FLSA status.

10% +/- 5%

- As needed and in the place of the PRC Co-Director, represents the Classification and Compensation Team at PRC public meetings to present recommended updates to the non-bargaining Classification Plan; assists in preparing supporting documentation for Council and the PRC; represents the PRC to County Council, County Administration, and other stakeholders to present and discuss laws, policies, procedures, operations, performance data, recommendations, and other information related to the administration of the County's non-bargaining classification and compensation plans.

5% +/- 2%

- Recommends process improvements; assists in the development of classification specification processes, documents, and templates; researches best practices; attends professional training conferences and other professional development meetings; develops practices and procedures that meet professional standards; identifies process improvements and recommends solutions; develops and administers questionnaires and surveys; analyzes data and creates charts, graphs, and presentations for management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology or a related field and two (2) years of related work experience; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED | 8 years |
| Unrelated associate degree | 8 years |
| Related associate degree | 6 years |
| Unrelated bachelor's degree | 6 years |
| Related bachelor's degree | 4 years |
| Unrelated master's/doctoral degree | 4 years |
| Related master's/doctoral degree | 2 year |

Related degree fields: human resources.

Related work experience: job analysis and evaluation, human resources analyst/generalist, compensation analysis.

Senior Classification and Compensation Specialist

Additional Requirements

- No special professional 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 computers and copiers.

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.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

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), and PDF software (Nitro PDF Pro).

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 and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including classification specifications, Comprehensive Position Questionnaire (CPQ), articles, salary schedules, revision requests, job descriptions, and compensation policies.
- Ability to comprehend a variety of reference books and manuals including PRC Policies and Procedures Manual, County HR Policies and Procedures Manual, Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, EEOC guidelines, FLSA, and ADA Standards.
- Ability to prepare classification specifications, trainings, salary schedules, correspondence, classification comparisons, tracking sheets, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Classification and Compensation Specialist

- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to use and interpret legal, human resources, and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.
- Ability to communicate with department directors, managers, supervisors, subject matter experts, all levels of HR personnel, external clients, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment, and incumbent will occasionally need to travel to other County offices and worksites.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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 |
|---------------------|-------------------------------------|----------------------------------|--------------------|------------------|
| 13381 | Workforce Program Specialist | Health and Human Services | Exempt | 11A |

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| 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 need. The classification reflects the essential functions and minimum qualifications of the position. |
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| No. of Employees Affected: | One (1) |
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| Dept.(s) Affected: | Health and Human Services |
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| Fiscal Impact: | PG 11A \$66,726.40 - \$93,412.80 Step Placement TBD by Human Resources |
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| Staffing Implications: | Employee to be reassigned into position once it 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> |
|---|--|--------------------------------|--|
| Paul Bounds, Administrator, Social Program 4 | 5/15/2025 6/12/2025 2/23/2026 3/24/2026 | Teams Email Email | Job analysis CPQ request Review of Final Draft Informed about pay grade |
| Jim Battigaglia, Archer Consultant | 3/6/2026 | Email | Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|------------------------------|----------------------|-------|
| Class Title: | Workforce Program Specialist | Class Number: | 13381 |
| FLSA: | Exempt | Pay Grade: | 11A |
| Dept: | Health and Human Services | | |

Classification Function

The purpose of this classification is to monitor compliance for Comprehensive Case Management and Employment Program (CCMEP) providers.

Distinguishing Characteristics

This is a journey level position that is responsible for performing administrative duties to provide support for the CCMEP. This position reviews case notes and eligibility documentation to ensure providers are meeting the parameters outlined in the provider contracts. Employees in this classification work under general supervision of a manager but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable 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.

45% +/- 10%

- Monitors the compliance of CCMEP providers; receives list of participants from the state case management system; searches for the participant in the system using their name or case number; verifies the participant was previously enrolled or is currently enrolled in services; ensures eligibility documentation was uploaded to the system; verifies that the participant meets relevant requirements; confirms the participant receives public benefits (e.g., ~~SSI~~, TANF, SNAP) or is 225% below the lower living standard income level; determines if the outcome of the services provided meets the goals in the provider's policy; determines if the provider is following the policy and procedure by providing the documentation outlined in local and state policies; creates an action plan for providers to fix any errors or provide any missing documentation; sends the report and action plan to the provider via email; saves all monitoring documentation and any action plans created for state review upon request; receives monitoring reports from the state on an annual basis; follows up with the provider about the state report received; provides the provider with a timeline to fix any issues the state found in their report; verifies the provider has fixed the requested issues.

35% +/- 10%

- Analyzes monthly and quarterly reports received by the providers to review performance metrics; receives monthly and quarterly reports from contracted providers via email outlining the programs' success (e.g., enrollments, customer satisfaction, placements, certifications obtained, etc.); compares the data in the report to the annual goal of the provider; determines if the provider is on track to reach their quarterly and annual goals listed in their contract based on the data in the monthly report; meets with providers monthly to discuss the information in the monthly or quarterly report; creates an action plan with the provider to ensure they meet their annual and quarterly goals.

10% +/- 5%

- Assists CJFS, Ohio Mean Jobs, and state leadership with creating and interpreting local policy; ensures local policy encompasses state and federal policy; determines if there are gaps in state and

Effective Date: TBD
Last Modified: TBD

Workforce Program Specialist

federal policy that need to be addressed; writes policy to be used by local providers; answers questions providers have about the policy; helps providers understand local policies and procedures to remain in compliance.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; receives request for access to state portals; emails the state portal representative to get a new user set up with the portal; reaches out to county IT contact when there are issues with access and compliance in the state portals; helps the department determine what metrics should be asked for in a Request for Proposal (RFP); assists the department with grading RFPs that were received.

Minimum Training and Experience Required to Perform Essential Job Functions

- — Bachelor's degree or related field with — 3 years of research and analysis experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities; or any equivalent combination of training and experience as defined below:

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED | <u>6</u> years |
| Unrelated associate degree | <u>5</u> years |
| Related associate degree | <u>5</u> years |
| Unrelated bachelor's degree | <u>4</u> years |
| Related bachelor's degree | <u>3</u> years |
| Unrelated master's/doctoral degree | <u>2</u> years |
| Related master's/doctoral degree | <u>2</u> years |

Related degree fields: education, public administration, sociology/psychology, business administration

Related work experience: Project Management, Youth Development, Workforce Development, Policy Writing

Commented [AH1]: What level of education and how many years of experience does this position require?

Commented [AH2]: Please list the 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 automated office machines and equipment including computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), case management software (ARIES).

Effective Date: TBD
Last Modified: TBD

Workforce Program Specialist

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 ~~TANF work participation~~WIOA reports, CATS service authorization reports, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook; agency policies and procedures; Ohio Administrative Code, and federal, state, and County guidelines.
- Ability to prepare enrollment reports, service reports, case notes, ~~TANF sanctions~~, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisor, management, coworkers, clients, other County and State employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|---|-------------|-------------|-----------|
| 13071 | Economic & Community Development Program Specialist | Development | Exempt | 13A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|---|-------------|-------------|-----------|
| 13071 | Economic and Community Development Program Specialist | Development | Exempt | 13A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | PRC routine maintenance. Classification last revised in 2019. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status |
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| No. of Employees Affected: | Five (5) |
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| Dept.(s) Affected: | Department of Development |
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| Fiscal Impact: | None – no change to pay grade |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|---|--|--|
| Anthony Stella – Administrator, Development | 12/15/2025 1/7/2026 1/12/2026 1/21/2026 2/3/2026 3/24/2026 | Email Email Email Email Email Email | Review of Class Spec Draft Reminder Response to Edits on Class Spec Reminder Reminder Notification of Pay Grade |
| Bryan Edwards – Manager, Loan Portfolio | 12/15/2025 1/7/2026 1/12/2026 1/21/2026 2/3/2026 3/24/2026 | Email Email Email Email Email Email | Review of Class Spec Draft Reminder Response to Edits on Class Spec Reminder Reminder Notification of Pay Grade |
| Vaughn Johnson – Deputy Director, Department of Development | 12/15/2025 1/7/2026 1/12/2026 1/21/2026 2/3/2026 3/24/2026 | Email Email Email Email Email Email | Review of Class Spec Draft Reminder Response to Edits on Class Spec Reminder Reminder Notification of Pay Grade |
| Jim Battigaglia, Archer Consultant | 2/9/2026 | Email | Request for Pay Grade Recommendation |
| Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation | 3/23/2026 | Email | Notification of Pay Grade |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|---|----------------------|-------|
| Class Title: | Economic and Community Development Program Specialist | Class Number: | 13071 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Development | | |

Classification Function

The purpose of this classification is to coordinate and manage economic and community development programs that support business and commercial vitality.

Distinguishing Characteristics

This is a journey level classification that is responsible for administering economic development programs and servicing a portfolio of economic development loans and grants. The incumbent is expected to work independently and 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.

- 30% +/- 10%
- Administers various economic and community development programs that support business and commercial vitality; administers and manages a portfolio of Economic Development and/or Brownfield loans; analyzes financial aspects of economic development projects; evaluates businesses and communities for loans or other programs; promotes economic development programs; coordinates state, federal, and local financial and employment resources.

- 20% +/- 10%
- Packages loans and/or grants for economic development and redevelopment projects in Cuyahoga County; underwrites loan requests to determine lending risk; prepares and presents loan packages and recommendations to County's Loan Review committee, County Board of Control, and/or County Council for approval; negotiates specific terms of the loan; closes loans by negotiating, creating, reviewing, and finalizing the loan agreements and contracts; coordinates with legal counsel to create loan contracts and exhibits; enters loan data into appropriate databases as needed to move process forward.

- 20% +/- 10%
- Monitors operational aspects of loans and/or grants and provides on-going service to loan clients; works with the Cuyahoga County Fiscal department to disburse loan capital to the borrower; accepts disbursement requests and ensures that all receipts and invoices are compliant with the loan agreement; provides information to loan borrowers regarding loan terms, performance requirements, and payments; assists borrowers with ongoing documentation and paperwork related to loan.

- 10% +/- 5%
- Maintains contact with clients and represents the Cuyahoga County Department of Development at various meetings and conferences; acts as a resource and coordinates with outside organizations, agencies, and business regarding Cuyahoga County economic development and redevelopment assistance and provides knowledge of available products and services; prepares and delivers presentations to local businesses, communities, and other private agencies; maintains contact with

Economic and Community Development Program Specialist

local, state, and corporate executives regarding needs, resources, and requirements; facilitates business relationships between clients and contractors; conducts employee interviews for prevailing wage compliance.

20% +/- 10%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; inputs data into the appropriate databases; fills out reports and appropriate documentation; files appropriate paperwork according to policies and procedures; prepares required Environmental Protection Agency (EPA) documents for certain loans; assists with internal reporting of loans and providing information for audit inquiries; conducts inspections of project sites undergoing remediation activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, economic development, or related field with four (4) years of economic development experience; **or any equivalent combination of training and experience as defined in the table below.**

| • Highest degree of education attained | Experience required |
|---|----------------------------|
| High school diploma/GED | 8 years |
| Unrelated associate degree | 8 years |
| Related associate degree | 6 years |
| Unrelated bachelor's degree | 6 years |
| Related bachelor's degree | 4 years |
| Unrelated master's/doctoral degree | 4 years |
| Related master's/doctoral degree | 2 years |

Related degree fields: urban planning, community development, public administration, real estate, finance, economic development, business administration.

Related work experience: commercial lending, community development, real estate development.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database & CRM software (Tableau, Portfol, OnBase, Salesforce).

Economic and Community Development Program Specialist

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform descriptive and inferential 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 eligibility requirements, loan applications, requests for reimbursement, invoices, credit reports, financial statement reports, environmental reports, requests for proposals (RFP's), certificates of insurance, audit request letters, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, US and Ohio Environmental Protection Agency Guidelines, Ohio Department of Commerce statutes, Enterprise Zone Program requirements, and the Ohio Revised Code.
- Ability to prepare various loan-related reports and summaries, disbursement reports, loan underwriting reports, economic loan proposal, correspondence, RFP's, requests for grant applications, billing invoices, real estate pro forma, real estate tax report, compliance reports, Comprehensive Annual Financial Report (CAFR), memos, 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 financial and legal terminology and language.
- Ability to communicate with supervisor, consultants, applicants, clients, auditors, representatives from outside businesses and agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-------------------------------------|------------------------------------|--------------------|------------------|
| 15171 | Emergency Management Hazmat Analyst | Public Safety and Justice Services | Exempt | 9A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-------------------------------------|------------------------------------|--------------------|------------------|
| 15171 | Emergency Management Hazmat Analyst | Public Safety and Justice Services | Exempt | 10A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | Classification last revised in 2021. Changes were made to distinguishing characteristics, minimum qualifications, technology requirements, and supervisory responsibilities. The pay grade has increased from PG 9A to PG 10A. |
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| No. of Employees Affected: | One (1) |
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| Dept.(s) Affected: | Public Safety and Justice Services |
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| Fiscal Impact: | PG 7: \$60,174.40 - \$84,198.40 PG 8: \$63,481.60 - \$88,816.00 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> |
|--|--------------------------------|--------------------------------|-------------------------|
| Mark Christie, Manager, Emergency Management | 1/21/2026 | Email | Ask questions |
| Jim Battigaglia, Archer Consultant | 1/22/2026 | Email | Pay grade evaluation |
| Mark Christie, Manager, Emergency Management Kelli Neale, Program Officer 4 John Kennick, Senior Manager Compensation | 2/2/2026 | Teams | Clarify changes |
| Jim Battigaglia, Archer Consultant | 2/10/2026 | Email | Pay grade re-evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-------------------------------------|----------------------|-------|
| Class Title: | Emergency Management Hazmat Analyst | Class Number: | 15171 |
| FLSA: | Exempt | Pay Grade: | 10A |
| Dept: | Public Safety and Justice Services | | |

Classification Function

The purpose of this classification is to provide support to the Local Emergency Planning Committee (LEPC), including maintenance of Tier II reporting systems, HAZMAT contingency planning, and HAZMAT response training.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and is expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower-level employees or coordinate the activities of a team.

Essential Job Functions

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

- 30% +/- 10%
- Provides administrative and operational support to the Local Emergency Planning Committee; maintains and updates the LEPC website; compiles documentation (resolutions, agendas, minutes, etc.) and packets for LEPC meetings; completes annual LEPC reports including the fiscal report, compliance report, and risk assessment report; attends meetings and conferences as an LEPC representative.

- 05% +/- 10%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency manning the UAV; conducts damage assessment field evaluations in person or using the UAV; maintains record and inventory of hazardous materials across the County; conducts hazard analysis profiles of chemical facilities; provides information and assistance to various organizations to help them prepare for emergencies and disasters.

- 20% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; coordinates with Ohio EMA to schedule training courses and required exercises; plans and coordinates appropriate training and exercises for hazmat emergency response; collaborates with other LEPC representatives to develop and conduct an annual hazmat exercise

- 10% +/- 5%
- Assists with operations of County Emergency Operations Center (EOC) when activations occur; provides Geographic Information Systems (GIS) support by creating and updating GIS maps, etc.; provides HazMat subject matter expertise; maintains EOC in a state of readiness; performs damage assessments; enters incident management data into automated systems.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documentation; responds to emails and phone calls; attends training, conferences, and meetings to stay abreast of best practices and technology in the field; responds to information and public records requests; completes and submits grant applications; manages and monitors grant programs.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or related field with three (3) years of hazardous materials experience; **or any equivalent combination of training and experience as defined in the table below.**

| Highest degree of education attained | Experience required |
|--|---------------------|
| High school diploma/GED | 10 years |
| Unrelated associate degree | 8 years |
| Related associate or unrelated bachelor's degree | 6 years |
| Related bachelor's or any graduate degree | 3 years |

Related degree fields: emergency management, public administration, criminology, criminal justice, homeland security, crisis and disaster management, public safety management, public health, urban/regional planning, meteorology, public policy, business administration, psychology.

Related work experience: hazardous materials, public health (including healthcare), fire service (professional and volunteer), law enforcement (professional and volunteer), military service, emergency dispatch, emergency medical services, meteorology, business continuity.

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

Additional Requirement

- Must complete the following Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and multi-function printer.
- Ability to stand and walk for a prolonged period of time.

Technology Requirements

- Ability to utilize a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), data entry software (Tier II Submit, CAMEO), and various emergency planning software (MARPLOT, ALOHA, Dronesense, Onsolve, DJI Pilot).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including facility forms, basic planning documents, Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), State Emergency Response Commission (SERC), and LEPC guidance documents, spill reports, Tier II Chemical Inventory reports, public records requests, spill reports, facility contingency plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides, Emergency Planning and Community Right-to-Know Act (EPCRA) laws, Superfund Amendments and Reauthorization Act (SARA) Title III.
- Ability to prepare spill reports, Tier II chemical inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, LEPC Fiscal Report, LEPC Compliance Report, grant applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning and hazardous materials terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, members of partner agencies, chemical facility operators, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, hazardous material storage locations, and various other locations across the County.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness or humidity, traffic hazards, and toxic and poisonous agents.

Emergency Management Hazmat Analyst

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 |
|---------------------|-----------------------------|---------------------------|--------------------|------------------|
| 14052 | HHS Training Specialist | Health and Human Services | Non-Exempt | 10A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|---------------------------|--------------------|------------------|
| 14052 | HHS Training Specialist | Health and Human Services | Non-Exempt | 10A |

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| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

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| Rationale: | PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table and technology requirements section was added. No change to pay grade or FLSA status |
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| No. of Employees Affected: | Ten (10) |
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| Dept.(s) Affected: | Health and Human Services |
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| Fiscal Impact: | None – no change to pay grade |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--|---|--|
| Lara Parks – Administrator 2, Performance Improvement Child Welfare Brenda Payne-Riley – Manager, HHS Training | 11/4/2025 11/25/2026 12/11/2025 12/31/2025 1/26/2026 1/29/2026 3/2/2026 3/24/2026 | Email Email Email Email Email Email Email | Review of Class Spec Draft Reminder Reminder Reminder Response to Edits on Class Spec Responses to additional edits Confirmation of edits Notification of Pay Grade |
| Jim Battigaglia, Archer Consultant | 2/3/2026 | Email | Request for Pay Grade Recommendation |
| Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation | 3/23/2026 | Email | Notification of Pay Grade |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------|----------------------|-------|
| Class Title: | HHS Training Specialist | Class Number: | 14052 |
| FLSA: | Non-Exempt | Pay Grade: | 10A |
| Departments: | Health and Human Services | | |

Classification Function

The purpose of this classification is to plan, prepare, and deliver child welfare training programs to new and current department employees, interns, or foster parents, and to coordinate the work of interns and contract trainers.

Distinguishing Characteristics

This is a journey-level classification responsible for the administration of child welfare training programs and classes offered by the County for new-hires, potential and certified foster parents, and university students working on their social work degree. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the duties associated with this level. This class generally works under direction of a Supervisor, HHS Training Specialist, Supervisor, Social Services, or Social Program Administrator 2. This position requires evening and weekend hours.

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 child welfare training programs and classes; coordinates with DCFS individual program area departments to discuss recommendations for agency-based trainings, verify state training compliance, and advertise training offerings; educates staff on the Individual Training Needs Assessment (ITNA) and Individual Development Plan (IDP) process and provides consultation through the process; maintains Child & Adult Protective Services learning management system (CAPS LMS) database and user profiles; tracks staff completion of required trainings; tracks and logs hours of trainers and trainees into state-run databases; creates onboarding calendar for new hires and annual calendar for existing employees and adjusts according to management recommendations; prepares reports utilizing data from learning management system; designs and distributes marketing materials to promote training programs and workshops; assists new hires with obtaining access to necessary agency systems; assists staff and foster parents with LMS issues.
- 20% +/- 10%

• Develops the training curriculum offered for County employees, foster parents, social workers, or interns based on identified needs of DCFS; conducts needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; coordinates contract trainers to cover specialized child welfare topics; designs and develops lesson plans to meet established training goals; updates and develops user guides; conducts surveys and focus groups to collect data utilized in training curriculum development; analyzes training evaluation results and compiles reports; updates curriculum based on evaluation data and DCFS leadership; assesses training needs for staff and caregivers; participates in departmental meetings to discuss trainees and changing regulations.
- 20% +/- 10%

• Administers trainings for agency staff, new-hires, foster parents, or interns; ensures room and equipment are set-up correctly for training sessions and troubleshoots issues; schedules classes in

HHS Training Specialist

learning management system; coordinates training registration process; conducts training by presenting the developed curriculum; facilitates training classes for state/contract trainers; monitors attendance and participation during trainings; conducts on-site evaluations of trainers and prepares reports.

10% +/- 5%

- Supervises the work of University Practicum Program Interns during their field placements at DCFS; evaluates and approves intern field experience activities; helps intern solve barriers to work and completion of their learning contract; evaluates intern performance.

10% +/- 5%

- Represents North Central Ohio Regional Training Center on Ohio Department of Children and Youth (DCY) and state training vendor committees and meetings.

10% +/- 5%

- Performs supporting administrative duties; attends agency and department meetings; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; inventories training supplies and equipment; tracks monthly trainer payment report to ensure that trainers are paid in accordance with applicable guidelines; attends career fairs for recruitment purposes; completes continuing education and professional development.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education, social work, human resources, or related field, with two (2) years of training or social work experience; or **any equivalent combination of training and experience as defined below:**

| Highest degree of education attained | Experience required |
|---|---------------------|
| High School Diploma/GED | 6 years |
| Unrelated associate degree | 6 years |
| Unrelated bachelor's/Related associate degree | 4 years |
| Related bachelor's degree | 2 years |
| unrelated master's/doctorate degree | 2 years |
| Related master's/doctorate degree | 1 year |

Related degree fields: psychology, sociology.

Related work experience: human services; adult learning/training.

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, multifunction printer, and projector/presentation equipment.

Technology Requirements

- Ability to operate a variety of software and databases including spreadsheet email software (Microsoft Outlook), PDF software (Nitro, Adobe), database software (CAPS, SACWIS), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint, Canva), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

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 monthly ITNA and IDP tracking report, Core 1 status report, TCP monthly report, Trainer-Producer Reconciliation Report, Interest Tracking Report, scheduling reports, instructor approval report, personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, and Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, intern evaluations, learning contracts, survey summary reports, graphs, OCWTP annual reports, individual training records, RTC Monthly Report, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, child welfare, and marketing terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, management, DCY staff, co-workers, state certified trainers and personnel, other County and State personnel, University personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

HHS Training Specialist

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 |
|--------------|-------------------------------------|------------------------|-------------|-----------|
| 16221 | Manager, Voice-Video Communications | Information Technology | Exempt | 14B |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|---------------------------------|------------------------|-------------|-----------|
| 16221 | Manager, Unified Communications | Information Technology | Exempt | 15B |

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| Requested By: | Personnel Review Commission |
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| Rationale: | PRC routine maintenance. Classification last revised in 2021. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 14B to 15B. No change to FLSA status. |
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| No. of Employees Affected: | One (1) |
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| Dept.(s) Affected: | Information Technology |
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| Fiscal Impact: | Pay Grade 14B - \$86,320.00 - \$120,827.20 Pay Grade 15B - \$90,979.20 - \$127,358.40 Current incumbent falls within range of new pay grade. TBD by Human Resources. |
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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 |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|--|-------------------------------------|--------------------------------|--|
| Alan Kilgor – Administrator, Infrastructure and Operations | 2/3/2026 | Email | Review of Class Spec Draft |
| Jeremy Mio – Information Security Officer | 2/12/2026 2/12/2026 3/24/2026 | Email Email Email | Confirmation of edits Response to Edits Notification of Pay Grade |
| Jim Battigaglia, Archer Consultant | 2/18/2026 | Email | Request for Pay Grade Recommendation |
| Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation | 3/23/2026 | Email | Notification of Pay Grade |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------------|----------------------|-------|
| Class Title: | Manager, Unified Communications | Class Number: | 16221 |
| FLSA: | Exempt | Pay Grade: | 15B |
| Dept: | Information Technology | | |

Classification Function

The purpose of the classification is to plan, direct, supervise, and coordinate the operations and activities of telecommunications services. This classification is responsible for overseeing management of Voice over Internet Protocol (VoIP), video phone systems, and Communications Customer Service.

Distinguishing Characteristics

This is a first-level management classification, responsible for managing the day-to-day operations of a unified communications services unit. This class works under direction from a division Administrator, Infrastructure and Operations. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational problems, service delivery problems, and supervising assigned staff. The primary focus of this class is overseeing and participating in the performance of professional work, troubleshooting voice communications systems, leading project initiatives associated with communication services, and supervising employees in performance of the work of a section within the division.

Essential Job Functions

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

- 60% +/- 10%

Assumes management responsibility for development and maintenance of networks and telecommunications systems, including the County's VoIP telephone system, eFax services, and POTS emulators via a cellular service; oversees the work of staff, troubleshoots issues, identifies solutions to complex problems to meet deadlines; consults with clients with respect to plans, designs, and implementation; supports the voice infrastructure; develops technical architecture and physical designs, and analyzes existing voice and data networks and recommends solutions; manages new projects including performing cost analysis, developing architecture, overseeing staff to complete those projects, and performing and overseeing network configuration and installation; tracks and plans for license renewals and hardware lifespans; works with users to create communication/phone platforms that meet their requirements; instructs users on how to utilize the County's communication technology within their environment.
- 15% +/- 5%

Supervises and directs the work of Communication Analyst and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%

Provides assistance to management on vendor contracts; researches new telecommunications

Manager, Unified Communications

applications; coordinates meetings with contractors that have not previously provided services to the County; coordinates and sets up training requirements for new clients; reviews requests for proposals and requests for qualifications for purchases; orders new phones and peripheral equipment.

10% +/- 5%

- Performs analysis and reports on call detail and on voice utilization traffic to find areas of improvement or address problems.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and technological innovations that relate to the services provided.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor degree in computer science or a related field with five (5) years of experience involving voice communications or wide area networks; **or any equivalent combination of training and experience as defined in the table below.**

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

Related degree fields: information technology.

Related work experience: voice communications project management.

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 computers and peripheral equipment.
- Ability to operate a variety of hand and power tools (e.g. power drills, wire cutters, pliers) for the installation and maintenance of telecommunication devices (e.g. telephones, ethernet switches, VoIP servers).

Technology Requirements

- Ability to operate a variety of software and databases including telecommunication software (Cisco Unified Communication, Cisco CMS, Microsoft Teams Voice), diagramming software (Microsoft Visio), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word, Adobe Acrobat).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of documents including employee timesheets, invoices, architectural drawings, call detail record reports, circuit utilization, system error logs, raw data sets /reporting, and project requirements.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policy manual, architectural drawings, call center scripts, phone system user guides, computer software, communications software, hardware, network, and operation manuals.
- Ability to prepare cost analysis, network diagrams and documents, status, progress, and activity reports, reports on hardware/software issues and resolution of issues, timesheets, employee performance reviews, requests for bid, service requests, inventory reports, 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, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer networking, electrical, and IT engineering terminology and language.
- Ability to communicate with staff, users, vendors, contractors, class instructors, other departmental employees, and department administration.

Environmental Adaptability

Manager, Unified Communications

- 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 |
|--------------|-------------------------------------|---------------------------|-------------|-----------|
| 14053 | Supervisor, HHS Training Specialist | Health and Human Services | Exempt | 12A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|-------------------------------------|---------------------------|-------------|-----------|
| 14053 | Supervisor, HHS Training Specialist | Health and Human Services | Exempt | 12A |

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| Requested By: | Personnel Review Commission |
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|-------------------|---|
| Rationale: | PRC routine maintenance. Classification last revised in 2021. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table and technology requirements section was added. No change to pay grade or FLSA status |
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| No. of Employees Affected: | Three (3) |
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| Dept.(s) Affected: | Health and Human Services |
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| Fiscal Impact: | None – no change to pay grade |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--|--------------------------------|--|
| Lara Parks – Administrator 2, Performance Improvement Child Welfare Brenda Payne-Riley – Manager, HHS Training | 2/9/2026 2/19/2026 3/24/2026 | Email Email Email | Review of Class Spec Draft Confirmation of edits Notification of Pay Grade |
| Jim Battigaglia, Archer Consultant | 2/19/2026 | Email | Request for Pay Grade Recommendation |
| Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation | 3/23/2026 | Email | Notification of Pay Grade |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-------------------------------------|----------------------|-------|
| Class Title: | Supervisor, HHS Training Specialist | Class Number: | 14053 |
| FLSA: | Exempt | Pay Grade: | 12A |
| Departments: | Health and Human Services | | |

Classification Function

The purpose of this classification is to supervise training officers and new-hire staff during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

50% +/- 10%

- Supervises and directs the work of HHS Training Specialists and/or new-hires during their first 90-day training period; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

45% +/- 10%

- Administers training program activities for department employees, university students, and/or foster parents; plans and oversees training calendar; conducts training needs assessments, determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the County.

5% +/- 2%

- Performs public relations duties; represents training department at various meetings and conferences; coordinates with other agencies on training services or curriculum; provides technical assistance and consultation to agencies regarding training needs; delivers speeches and prepares correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education or human resources with five (5) years of training or social work experience; or **any equivalent combination of training and experience as defined below:**

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High School Diploma/GED | 9 years |
| Unrelated associate degree | 9 years |
| Related associate degree | 7 years |
| Unrelated bachelor's degree | 7 years |
| Related bachelor's degree | 5 years |
| Unrelated master's/doctorate degree | 5 years |
| Related master's/doctorate degree | 3 years |

Related degree fields: psychology, sociology, counseling, public administration, human services.

Related work experience: human services; adult learning/training, social work.

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 personal computer and multifunction printer.
- Ability to operate audio-visual equipment required for presenting trainings.

Technology Requirements

- Ability to operate a variety of software and databases including spreadsheet email software (Microsoft Outlook), PDF software (Nitro, Adobe), database software (Infor, SACWIS, MyOhio), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint, Canva), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

Supervisor, HHS Training Specialist

- 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 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 memos, training literature, training plans, curriculum descriptions, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, applicable sections of the Ohio Revised Code and Ohio Administrative Code, Federal and State regulations, Counselor, Social Worker, and Marriage and Family Therapist (CSWMFT) Board standards, Codes of Conduct for Social Work and Counseling.
- Ability to prepare memos, correspondence, training materials, curriculum descriptions, training calendars, training needs analysis, monthly reports, performance evaluations, tracking spreadsheets, 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 education, legal, counseling, and medical terminology and language related to child protection services.
- Ability to communicate effectively with department supervisors, training personnel, partner State agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 15121 | Manager, Airport | Public Works | Exempt | 17A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | The position has been determined to be unclassified by the Law Dept. and will no longer be used in the class plan. |
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| No. of Employees Affected: | None |
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| Dept.(s) Affected: | Public Works |
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| Fiscal Impact: | None |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources Contact(s): | Kelli Neale, Program Officer 4 John Kennick, Senior Manager Compensation |
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| Management Contact(s): | None |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|------------------|----------------------|-------|
| Class Title: | Manager, Airport | Class Number: | 15121 |
| FLSA: | Exempt | Pay Grade: | 17A |
| Dept: | Public Works | | |

Classification Function

The purpose of this classification is to manage the operations of the County Airport in accordance with state and federal aviation regulations and to supervise subordinate employees.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for managing the operations of the County Airport. The employee in this classification carries out necessary activities without direction except as new or unusual circumstances arise. 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.

50% +/- 10%

- Manages the operations of a County Airport, certified under and in accordance with state and federal aviation regulations; programs current and future maintenance and operational needs; develops operating standards and safety procedures in accordance with Federal Aviation Administration standards and regulations as required; prepares and administers Federal and State grant programs for eligible Capital Improvement programs; negotiates and/or directs the preparation of all contracts, leases, concession, and rental agreements and establishes related rates, fees, etc.; manages the use of airport facilities by concessionaires, tenants, and transients; directs the preparation of the operating budget, various reports, and statistical records.

40% +/- 10%

- Supervises employees classified as field supervisor, assistant airport manager, and lower level airport staff; prepares schedules; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; operates firefighting and building maintenance equipment to demonstrate proper operation.

10% +/- 5%

- Serves as a member of various commissions and boards representing airport interests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with six (6) years of airport operations experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

Additional Requirements

- No additional license or certification is required.

Manager, Airport

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.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 financial reports, certification notices, contracts, leases, blueprints, FAA technical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Aviation Regulations, Title 14, airport certification manual, emergency plan manual, FAA advisory circulars, and FAA/DOT aircraft rescue firefighting manuals.
- Ability to prepare correspondence, budgets, forecasts, contracts, leases, grant applications, memos, 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 accounting and aviation terminology and language.
- Ability to communicate effectively with leasehold tenants, government personnel, FAA personnel, consultants, division managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, Airport

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 21051 | Talent Advisor | Development | Exempt | 9A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | County funding for the work previously completed by staff in these positions ended in 2023 and the position is no longer being utilized. |
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| No. of Employees Affected: | None |
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| Dept.(s) Affected: | Development |
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| Fiscal Impact: | None |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources Contact(s): | Kelli Neale, Program Officer 4 John Kennick, Senior Manager Compensation |
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| Management Contact(s): | Paul Herdeg, Director of Department of Development |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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| Class Title: | Talent Advisor | Class Number: | 21051 |
| FLSA: | Exempt | Pay Grade: | 9A |
| Dept: | Development | | |

Classification Function

The purpose of this classification is to identify and facilitate employers and Cuyahoga County residents through the County's workforce programs, including training plans and career steps for various occupations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for identifying prospective employers, assessing employers' operations, explaining County programs, and assessing employers' talent needs. The incumbent exercises 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.

45% +/- 10%

- Initiates contact and develops relationships with employers; consults with employers regarding talent needs and talent supply both remotely and on-site; assess employer's operations and determines if County programs are viable for employer; presents County program(s) to prospective clients and other talent audiences.

35% +/- 10%

- Creates individualized training plans to enhance skills and competencies related to a job or occupation; coaches approved employees through the training process in order to encourage persistence including connecting employees to various post-placement services; provides additional career coaching beyond training completion; assesses employees to identify skill development opportunities; tracks and reports employee and employer progress through appropriate training programs, including possible interaction with training providers; identifies testing sources to ensure accomplished skills.

20% +/- 10%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in human resources, business administration, psychology, or related degree and five (5) years of experience in human resources, general business, or related field; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including 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 training software (SkillUp).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including basic job descriptions, charts, basic assessment score reports, curriculum summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare training outlines, training schedules, correspondence, applications, intake forms, incentive quotes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and business operations terminology and language.
- Ability to communicate with coworkers, management, employers, employees, prospective employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Talent Advisor

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|--------------------|--------------------|------------------|
| 14151 | Workforce Analyst | Development | Exempt | 8A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | County funding for the work previously completed by staff in these positions ended in 2023 and the position is no longer being utilized. |
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| No. of Employees Affected: | None |
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| Dept.(s) Affected: | Development |
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| Fiscal Impact: | None |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources Contact(s): | Kelli Neale, Program Officer 4 John Kennick, Senior Manager Compensation |
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| Management Contact(s): | Paul Herdeg, Director of Department of Development |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|-------------------|----------------------|-------|
| Class Title: | Workforce Analyst | Class Number: | 14151 |
| FLSA: | Exempt | Pay Grade: | 8A |
| Dept: | Development | | |

Classification Function

The purpose of this classification is to perform research and to assist with the design and delivery of training and workforce development programs.

Distinguishing Characteristics

This is an entry-level classification that is responsible for performing research, developing on-the-job training plans, and providing support to assist with implementation of the Skillup team's operations. The incumbent exercises 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.

45% +/- 10%

- Develops training option reports ("roadmap") to present to companies; researches training providers and credentialing options; determines the most appropriate training or credential; specifies on-the-job training statements for each job duty; conducts short-form job analyses and writes up job descriptions; creates reports detailing information gathered from research; reviews and edits reports with deputy director before and after presentations.

40% +/- 10%

- Provides support on talent and workforce development projects; gives input on design and delivery of programs and services to employers, residents, and providers; conducts research on best practices in training, career pathways, and other workforce concepts; creates reports of training provider and credentialing options; provides support to talent advisors with research and information regarding roadmap; provides input regarding marketing efforts and SkillUp service.

10% +/- 5%

- Presents roadmaps to companies and businesses; responds to follow-up questions regarding training and roadmaps; develops training plans for companies based on selected roadmap.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; performs basic data entry duties; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in human resources, industrial/organizational psychology, or related degree and one (1) year of experience in human resources, training, industrial/organizational psychology, or related field; or any equivalent combination of education, training, and experience.

Workforce Analyst

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of 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).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including basic job descriptions, charts, data, questionnaires, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook , Ohio Revised Code, SkillUp specifications, and Federal Employment Laws.
- Ability to prepare training plans, roadmaps, industry reports, data summaries, job analysis forms, correspondence, applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate with coworkers, management, representatives from external organizations, employees, prospective employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Workforce Analyst

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.