



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: March 27, 2025

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the April 2, 2025, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Criminal Justice Information Services (CJIS) Program Coordinator 10321	6A Non-Exempt	Sheriff
Manager, CJFS Communications and Community Engagement 13321	15A Exempt	HHS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Chaplain 13231	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff
Forensic Epidemiologist 17101	11A Exempt	611A Exempt (No Change)	Medical Examiner

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10321	Criminal Justice Information Services (CJIS) Program Coordinator	Sheriff's Department	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Sheriff's Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Sheriff's Department
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<b>Fiscal Impact:</b>	PG 6A \$49,296.00 - \$69,035.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	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>
Padraig Devlin, Deputy Sheriff Lieutenant	10/8/2024	Email	Ask question
	10/16/2024	Email	Follow up
	10/23/2024	Email	Sent drafted specification
	11/15/2024	Email	Reminder
	2/18/2025	Teams	Discuss pay grade

Albert Bouchahine	2/18/2025	Teams	Discuss pay grade
Jim Battigaglia, Archer Consultant	12/13/2024	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Criminal Justice Information Services (CJIS) Program Coordinator	<b>Class Number:</b>	10321
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Department		

## Classification Function

The purpose of this classification is to assist the Sheriff's Department by providing support with administrative functions and by representing the department on outside boards and committees.

## Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to the County Sheriff's Department such as deploying camera trailers, evaluating data, and creating user accounts for automatic license plate reader (ALPR) systems. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

## Essential Job Functions

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

50% +/- 10%

- Oversees camera trailer deployments; transports and positions trailers securely at the designated sites; evaluates assignment location and checks for accessibility, line of sight and environmental factors to ensure optimal camera coverage; levels and stabilizes trailers; connects and tests power sources; aligns and calibrates cameras; verifies proper focus, field of view and resolutions; tests connectivity to ensure live video feeds and data uploads are functional; recovers mobile trailer cameras at the end of assignments; schedules new requests for trailer deployment; maintains calendars with upcoming deployments; keeps records of all deployments and requests by year for reporting purposes; trains new agencies on usage of camera trailer software; pulls recorded footage as requested.

20% +/- 10%

- Ensures camera trailers receive proper maintenance; transports trailer cameras for maintenance and refueling; coordinates and validates the installation of software and peripherals on initial deployment; provides end-user support; answers phone calls and end user questions; evaluates and trouble shoots connection issues; performs triage on trailer systems including cameras, software, and networks; performs basic repairs; escalates issues to the appropriate vendor or department for resolution; coordinates with the County garage to ensure the trailers receive required maintenance; ensures that appropriate documentation is completed;.

15% +/- 5%

- Performs ALPR system responsibilities; programs LPR modems based on documentation; performs basic troubleshooting for programming errors that arise; monitors daily reports; notifies vendors of site outages for diagnoses and repairs; evaluates existing operations, software, and equipment to ensure maximum use and benefits.

15% +/- 5%

- Assists the Sheriff's Department with supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various training courses and meetings; represents the department on outside boards and committees; assists with

## Criminal Justice Information Services (CJIS) Program Coordinator

obtaining and managing grants; acts as a liaison between the Sheriff's Department and outside vendors.

### Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent and 6 months of experience in law enforcement, electronics, mechanics, or IT; **or any equivalent combination of education, training, and experience as defined below;**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated degree of any level	6 months
Any related certificate or higher degree	0 years

Related degree fields: law enforcement, mechanical engineering, electrical engineering, information technology, computer science

Related certifications: Ohio Peace Officer Basic Training (OPATA), Criminal Justice Information Services (CJIS) Certification in Security Awareness, Security Systems Technician (SST), CompTIA Security Certificate, ALPR Operations Training or Manufacturer-Specific Training Certificates,

- Valid driver's license and proof of automobile insurance.

### 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 such as a computer and multifunction printer.
- Ability to operate a variety of vehicles including automobiles, vans, pick-up trucks, and trailers, and ability to operate, set up, and calibrate cameras.
- Ability to crawl, crouch, bend, twist, lift, push, and pull up to 50 lbs.

#### Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and 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

## Criminal Justice Information Services (CJIS) Program Coordinator

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including user accounts, questionnaires, schedules, grant applications and requirements, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, agency policies and procedures, and the Ohio Revised Code.
- Ability to prepare receipts, logs, memos, reports, maintenance records, trailer deployment schedules, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisors, management, coworkers, directors, vendors, other County employees, and local police departments.

### **Environmental Adaptability**

- Work is typically performed in an office environment and out in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, and humidity.

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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13321	Manager, CJFS Communications and Community Engagement	HHS	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification based on the CPQ of a current Senior Administrative Officer. This classification was initiated by PRC in an effort to create classifications that reflect the work employees in 'generic' classifications are performing. The new classification is specific to the work being performed by this employee.
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<b>No. of Employees Affected:</b>	One
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<b>Dept.(s) Affected:</b>	HHS
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<b>Fiscal Impact:</b>	PG 15A: \$79,934.40 - \$111,883.20 The employee's current salary falls within the set pay grade.
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<b>Staffing Implications:</b>	Employee to be reassigned once classification is active.
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<b>PRC Contact(s):</b>	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>
Deonna Kirkpatrick, Assistant Director HHS	10/8/2024	Email	Response to Request for new position
	12/2/2024	Email	Sent draft class spec for review
	12/16/2024	Email	Discussion regarding Title
	1/9/2025	Email	Follow up discussion
	1/14/2025	Email	regarding title

	3/10/2025	Email	Question Regarding Financial Accountability
	3/25/2025	Email	Notification of Pay Grade
Kevin Gowan, Administrator	12/2/2024	Email	Sent draft class spec for review
	12/16/2024	Email	Discussion regarding Title
	1/9/2025	Email	Follow up discussion
	1/14/2025	Email	regarding title
	3/10/2025	Email	Question Regarding Financial Accountability
	3/25/2025	Email	Notification of Pay Grade
Jim Battigaglia, Archer Consultant	1/23/2025	Email	Pay Grade Evaluation
	3/6/2025	TEAMS Call	Discussion about pay grade
Kelli Neale, Program Officer 4	3/5/2025	Email	Informed about pay grade
John Kennick, Compensation Analyst	3/20/2025	Email	Informed about pay grade



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, CJFS Communications and Community Engagement	<b>Class Number:</b>	13321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	HHS		

### Classification Function

The purpose of this classification is to plan, direct and manage the operations of the Public Benefits and Community Engagement unit, monitor operations at the Cuyahoga County Welcome Center and support HHS cross-agency collaboration in outreach and community engagement.

### Distinguishing Characteristics

This is a management-level classification that is responsible for overseeing the operations of the Public Benefits and Community Engagement unit as well as supervising lower-level supervisors and other assigned staff. This class works under general direction from the Director of Cuyahoga Job and Family Services, and requires in-depth knowledge of available public benefits and services to plan, direct, and manage proposed and assigned projects and communications for the agency. The employee works under direction from the Deputy Director of Communications. The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and ensures that proposed and assigned projects are completed in a timely and efficient manner.

### Essential Job Functions

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

50% +/- 10%

- Plans, directs, and manages community engagement public benefit projects and outreach to special populations; consults and coordinates with various community stakeholders to develop marketing and communication plans and projects for public benefit programs and services; coordinates with staff to develop community outreach plans; provides management with cost estimates for the procurement of goods and services to support outreach plans; facilitates workgroups to support agency workforce communications; acts as a liaison with community partners to support community relations and engagement for contracted services; consults with management to develop inclusive communications and marketing plans, staff cultural competency training, and bilingual staff training and certification; coordinates research and best practices to increase utilization and decrease barriers to public benefits from special populations (i.e., eligible populations, public benefits recipients, Limited-English Proficient, ADA, immigrants, refugees); evaluates community data to assess program effectiveness, service needs, and community resources; reviews and approves reports for the Director on various services.

15% +/- 5%

- Supervises and directs the work of lower-level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, reviews, and monitors 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

Effective Date: TBD  
Last Modified: TBD

## Manager, CJFS Communications and Community Engagement

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

10% +/- 5%

- Plans and oversees agency communications including relevant press releases, communications to agency staff, community partners, and residents, and digital content, including social media and advertising; plans strategic communications to support outreach and engagement initiatives for workforce and special populations; coordinates with staff on community engagement and communication efforts; reviews and approves final communications (e.g., community newsletter, agency internal newsletter, intranet communications, fliers, forms, and presentations).

10% +/- 5%

- Develops agency plans to comply with the Americans with Disabilities Act (ADA) laws and standards, National Voter Registration Act (NVRA), Limited English Proficiency Executive Order (LEP), and Title VI of the Civil Rights Act of 1964; facilitates HHS cross-agency collaboration and workgroups to address communications, compliance, and operations; advises HHS leadership on policies, language services, inventory of public-facing forms, print and digital communications, and ADA accommodations; keeps records of offered services and accommodations; attends required state trainings; files plans for LEP and ADA; develops materials and conducts staff training; ensures mandated posters are current; forwards complaints to the State and Bureau of Civil Rights.

5% +/- 2%

- Coordinates public records for the agency; coordinates with the Law Department on responses to public records requests; redacts records to maintain confidentiality and privacy of public benefits recipients; coordinates with other departments and agencies to gather requested information for public records requests.

10% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends and conducts various trainings and meetings; assists agency director with annual planning of projects including ensuring that community engagement and communications projects align with Communications Department and Department of Health and Human Services priorities.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, communications, or related field with six (6) years of public administration, business administration, or related experience including three (3) years in a supervisory capacity; **or any equivalent combination of education, training, and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	10 years (7 years supervisory)
Related or Unrelated associate degree	8 years (5 years supervisory)
Unrelated bachelor's degree	7 years (4 years supervisory)
Related bachelor's degree	<b>6 years (3 years supervisory)</b>
Related or Unrelated master's/doctoral degree	5 years (2 years supervisory)

*Related degree fields:* business administration (all majors), communications (all majors), nonprofit administration.

## Manager, CJFS Communications and Community Engagement

*Related work experience:* non-profit administration; community engagement, community events coordinating, public benefits program auditing; regulatory compliance.

*Supervisory experience:* formal supervisory experience must be in the context of the related work experience. General supervisory experience in another area is not considered.

### **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 data entry software (Matrix), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise business management software (Infor Lawson), videoconferencing software (Microsoft Teams), and publishing software (Adobe).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

## Manager, CJFS Communications and Community Engagement

- Ability to comprehend a variety of informational documents including training completion records, internal agency newsletter draft, community newsletter draft, drafts of community messaging (i.e., letters, social media, marketing), community event participation records, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, the Employee Handbook, the Americans with Disabilities Act (ADA) laws and standards, National Voter Registration Act, Limited English Proficiency Executive Order, Title VI of the Civil Rights Act of 1964, and CJFS policies and procedures.
- Ability to prepare annual project plans, records for program certification, surveys, charts, fact-finding reports, Civil Rights, ADA, LEP, and NVRA plans, performance reviews, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret public benefits terminology and language.
- Ability to communicate with directors, managers, direct supervisors, subordinates, other County employees, community partners, clients, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13231	Chaplain	Sherriff's Office	Non-Exempt	6A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13231	Chaplain	Sherriff's Office	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No changes to pay grade or FLSA status
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Sherriff's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jennifer Frame, Associate Warden	2/13/2025	Email	Sent drafted specification
	2/14/2025	Email	Answer questions
Jim Battigaglia, Archer Consultant	2/19/2025	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chaplain	<b>Class Number:</b>	13231
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sherriff's Office		

## Classification Function

The purpose of this position is to provide spiritual guidance and religious services/counseling for County jail inmates.

## Distinguishing Characteristics

This is a professional classification that is responsible for providing religious service/counseling for inmates of all religious backgrounds at the County jail. This classification receives general direction from the Associate Warden and exercises independent judgement to ensure work 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.**

- 60% +/- 10%
  - Provides religious services for the inmate population at the county jail responds to inmate requests for religious information or materials; physically walks through the jail to be available; meets with inmates to provide religious guidance.
- 30% +/- 10%
  - Conducts worship services, sacramental observations, and religious educational programs for inmates; plans and organizes group religious activities; coordinates and oversees the gathering of religious groups; records inmate attendance at events.
- 5% +/- 2%
  - Informs inmates when there is a death in their immediate family;; initiates the request process for an inmate who submits a request to visit a friend/family funeral; offers grief counseling and prayer.
- 5% +/- 2%
  - Attends staff meetings and training events;; documents any events that require documentation such as altercations, work activities, and other events that require documentation.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in world religions, theology, or related field with two (2) years of experience providing religious/spiritual guidance, religious services/counseling, or pastoral care; **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	5 years
Related associate degree	4 years

## Chaplain

Unrelated bachelor's degree	3 years
Related bachelor's degree	2 years
Related/unrelated master's/doctoral degree	1 year

*Related degree fields:* world religions, theology, philosophy, comparative religions, divinity, biblical studies.

*Related work experience:* ministry experience, religious/spiritual guidance, religious services/counseling, or pastoral care

- An endorsement letter from a religious group that includes: the applicant's affiliation with the organization, the applicant's role, and applicant's length of service. Letter must be dated within 1 year prior to application date.

### **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 and databases including email software (Microsoft Outlook), security management software IMAC, spreadsheet software (Microsoft Excel), video conferencing software (Securus), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **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 religious pamphlets and inmate requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, religious texts, common code of ethics for chaplains, and Sheriff's Department/Correction Center policies and directives.



## Chaplain

- Ability to prepare sermons, religious materials, event documentation, attendance sheets for service, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret religious terminology and language.
- Ability to communicate with jail management, inmates, correctional staff, correctional partners/stakeholders, clergymen, funeral directors, and the general public.

## Environmental Adaptability

- Work is typically performed within the Correction Center downtown facility.
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- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

*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
17101	Forensic Epidemiologist	Medical Examiner's Office	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
17101	Forensic Epidemiologist	Medical Examiner's Office	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No changes to pay grade or FLSA status
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Christopher Harris, Manager, External Affairs	2/20/2025	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	2/21/2025	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Epidemiologist	<b>Class Number:</b>	17101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to conduct surveillance of reported deaths and to analyze and present health data for developing and implementing research and public health initiatives.

## Distinguishing Characteristics

This is an entry level classification responsible for the collection, analysis, and interpretation of statistical data related to reported overdose and disease deaths. Incumbents work under general supervision of the Director of Cuyahoga County Medical Examiner Office Operations (CCMEO). Incumbents receive general guidance and direction regarding work but complete work largely independently and are expected to use their own judgment in performing work.

## Essential Job Functions

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

- 60% +/- 10%
  - Conducts collection, analysis, and interpretation of data related to overdose deaths and other epidemiological data; enters and codes current and retrospective overdose fatality and controlled substance prescription data into database management system; conducts data analysis of identified and/or emerging trends; conducting epidemiological surveillance and data analysis to determine changes in trends regarding overdose deaths and other epidemiological problems; designs new data collection methods and systems and recommends improvements to existing systems; assists in interpreting epidemiological data and making recommendations for program policy planning and public health intervention development; receives and addresses miscellaneous requests for data.
- 30% +/- 10%
  - Creates reports and presentations regarding data and trends to present at conferences, internal review meetings, and taskforce group and committee meetings; compiles and prepares information for publications and reports; provides public health data and interpretation to community public health and public safety partners; represents the CCMEO at conferences, meetings, and on participating committees.
- 10% +/- 5%
  - Provides training and guidance to interns and research associates working on research projects, grants, data coding, and data analysis.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public health, epidemiology, data analysis, or related field and three (3) years of public health, epidemiology, or related experience; **or any equivalent combination of training and experience as defined below:**

## Forensic Epidemiologist

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	6 years
Related associate degree	5 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Related/unrelated master's/doctoral degree	2 years

*Related degree fields:* public health, epidemiology, data analysis, forensic science, biology, chemistry, data analysis.

*Related work experience:* public health, epidemiology, forensics, data analysis.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), survey and database management application (REDCap, VertiQ), data and information management system (VertiQ), statistical analysis software (SPSS, Power BI), and other software as needed.

#### Supervisory Responsibilities

- No supervisory responsibilities required.

#### Mathematical Ability

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

#### 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 academic articles, fatality data, reports, overdose fatality reports, lab results, tax reports, medical records, and correspondence.
- Ability to comprehend, manipulate, and analyze datasets.

## Forensic Epidemiologist

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, journal articles, and the Ohio Revised Code.
- Ability to prepare and give oral presentations, reports, lists, correspondence, statistical analyses, academic articles, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret public health and basic medical terminology and language.
- Ability to communicate with co-workers, supervisors, management, boards, committees, taskforces, and members of public health associations.

### **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.*