



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: April 6, 2023

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 12, 2023, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
C.A.D. Technician 1 18021	5A Non-Exempt	5A Non-Exempt (No Change)	Fiscal Office
Clinical Coordinator 13161	13A Exempt	14A Exempt	Health and Human Services
Contract Compliance Officer 21061	8A Exempt	8A Exempt (No Change)	Department of Equity and Inclusion
Early Childhood Mental Health Therapist 13171	9A Exempt	10A Exempt	Health and Human Services
Environmental Health and Safety Specialist 19101	10A Exempt	12A Exempt	Human Resources
Senior Contract Compliance Officer 21062	11A Exempt	11A Exempt (No Change)	Department of Equity and Inclusion
Supervisor, Principal Support Officer 13191	13A Exempt	13A Exempt (No Change)	Job and Family Services
Supervisor, Sign Shop 15151	9A Non-Exempt	10A Non-Exempt	Public Works

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Manager, Corrections Food Service 12001	10A Exempt	Sheriff's Department
Manager, Security 12331	15A Exempt	Sheriff's Department
Mental Health Intake Specialist 10181	7A Non-Exempt	Sheriff's Department

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18021	C.A.D. Technician 1	Fiscal Office	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18021	C.A.D. Technician 1	Fiscal Office	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	Request from the department to change the minimum qualifications from two (2) years of CAD/GIS specific experience to one (1) year of general computer technology experience.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Fiscal Office
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lisa Rocco, Director Operations	11/10/2022	Email	Question regarding minimum quals and PG
Jim Battigaglia, Archer Consultant	11/7/2022	Email	Question about Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	C.A.D. Technician 1	Class Number:	18021
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to digitize and create hardcopies of documents and maps needed to update, prepare, and maintain County tax maps update, prepare, and maintain the tax maps to review legal descriptions, plats of surveys, maps of official records, annexations, vacations, and dedications.

Distinguishing Characteristics

This is an entry level, technical classification that utilizes a computer aided drafting program to digitize and create hardcopies of documents and maps. This classification works under direct supervision of the Supervisor, Engineering Maps. This class requires limited exercise of judgment and performs recurring projects using standard methods and techniques and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Supervisor, Engineering Maps in that the latter oversees the work of this class and requires a higher level of education and experience.

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%

• Updates, prepares, and maintains County tax maps; digitally captures data from various sources including C.A.D. design or drawing files, geocoded point data, field surveys, and hardcopy drawings using G.I.S software; assigns new permanent parcel numbers to newly created parcels from recorded plats using C.A.D. software; draws plats using C.A.D. software; measure's acreage using C.A.D. software to verify deed information; assists with reviews of survey plats for accuracy and compliance with Ohio Revised Code (ORC) and conveyance standards.
- 40% +/- 10%

• Performs plat database queries and analysis using C.A.D software; updates plat database for the Fiscal Office; review's subdivision plats, condominium plats, lot split and consolidation plats, as well as boundary survey drawings to verify compliance with conveyance standards; runs queries and expressions to update database; runs data validations and checks for errors.
- 30% +/- 10%

• Assists the public and other County agencies in reviewing real property legal descriptions prior to recording/foreclosure; answers questions from the public regarding legal descriptions via phone call; receives legal descriptions from the legal department via email or hard copy; reviews deeds to confirm legal descriptions and location of parcels prior to recording/foreclosure; denotes any errors or changes within the legal description to make legal team aware; approves correct legal descriptions using a verification stamp; emails verified legal description back to legal department to be swapped into deeds or reviewed.

C.A.D. Technician I

Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and one (1) year of computer technology experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate variety of 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), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), PDF Software (NitroPro, Adobe), and C.A.D. Software (Microstation, AutoCAD).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform basic algebra and geometry.

Language Ability & Interpersonal Communication

- 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 plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, County Conveyance Standards, departmental and county policy manuals, reference and computer manuals, aerial photos, plats, and legal documents.
- Ability to prepare tax maps 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 use and interpret basic engineering and geographic terminology and language.

C.A.D. Technician I

- Ability to communicate with supervisor, co-workers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13161	Clinical Coordinator	Health and Human Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13161	Clinical Coordinator	Health and Human Services	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	Position updated at the department's request. Updates made to essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 13A to 14A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Job and Family Services
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Fiscal Impact:	PG 13A: \$69,076.80 - \$96,699.20 PG 14A: \$72,176.00 - \$101,025.60 Current incumbent salary fits within new pay grade. Any changes TBD by HR.
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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>
Nicole Scalish – SPA 4	2/22/2023	Email	Draft Review
Karen Stormann – SPA 5	2/22/2023	Email	Draft Review
Kelli Neale – PO3, John Kennick – Talent Acquisition and Employment Specialist	11/16/2022 4/5/2023	Email Email	Discussion regarding update Notification of changes
Jim Battigaglia	3/7/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clinical Coordinator	Class Number:	13161
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage all aspects of the administration of in-home therapeutic services and supervise licensed therapists in the provision of clinical social services and ensure adherence to evidence based practices utilized within the unit.

Distinguishing Characteristics

This is a supervisory-level classification with responsibility for managing all aspects of in-home therapeutic services and supervising licensed therapists in the provision of clinical social services. Incumbents work under general supervision and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

55% +/- 10%

- Manages administration of the evidence based clinical programming; conducts weekly group supervision sessions with staff members; conducts monthly individual supervision and clinician development with staff members; reviews all client cases/records weekly and provides written feedback to therapists; reviews taped sessions to provide clinical feedback for therapists; attends sessions and court with staff for observation and support; onboards and trains new employees; reviews correspondence sent out by staff; assists staff in creating clinician development plans and monitors goal achievement; facilitates therapist's acquisition and implementation of conceptual and behavioral skills required in Multi-Systemic Therapy (MST); fills in for staff as needed; remains on call 24/7 to assist staff as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for children and youth; provides direct MST Consultation and Therapeutic services to children and their families when needed.

15% +/- 5%

- Manages referral process to MST Program; speaks to parents/guardians about MST services to engage them in participating in the program; evaluates appropriateness of referrals; follows up with Division of Children and Family Services (DCFS) staff when a referral is not accepted and assists with finding appropriate service options; assigns accepted referrals to MST Therapists and ensures follow-up and administration of screening tools within required timeframe.

15% +/- 5%

- Performs administrative responsibilities to support MST Program; monitors and ensures MST adherence data collection utilizing the Therapist Adherence Measure – Revised (TAM-R); maintains client information and data in the MST website; tracks program data (e.g., referrals, clients served, client outcomes); develops and maintains working relationships with community stakeholders; promotes the MST program; prepares various reports, records and other documents; responds to emails and phone calls; serves as a liaison with both internal staff and external partners (i.e. contract

Clinical Coordinator

agency providers, public systems, community resources, families); attends various meetings; attends required training to keep professional licensing up to date; attends training and conducts research to stay current on evidenced based practices in the field; maintains knowledge of available community resources and services; identifies annual supervisory goals and works toward goal achievement; generates, reviews, and approves staff mileage reports.

10% +/- 5%

- Supervises and directs the work of MST Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; prepares employee on-call schedule and ensures staff coverage for cases; 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 recruitment, selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Develops and oversees continuous quality improvement process for MST services; develops benchmarks and goals to evaluate service performance and progress toward best practices; collects, analyzes, and reports program and therapist outcome data; collaborates with MST experts and MST program manager on methods to overcome barriers and effectively implement the MST model; participates in Program Implementation Reviews.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, clinical counseling, psychology, or related field with three (3) years of social work or counseling experience; or any equivalent combination of education, training, and experience.
- Must be one of the following: Licensed Social Worker (LSW), Licensed Independent Social Worker (LISW), Licensed Professional Counselor (LPC), Licensed Professional Clinical Counselor (LPCC), Licensed Marriage and Family Therapist (LMFT), or Licensed Independent Marriage and Family Therapist (LIMFT) in the State of Ohio. License must be maintained throughout the life of employment.
- 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 including a computer and multifunction printer.

Technology Requirements

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

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 such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including program data, MST Program referrals, data on provided services, clinician intake assessments and development plans, client records, correspondence, memos, logs, attendance records, requests for leave and overtime, timesheets, mileage reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including MST Model, CSWMFT board of regulation and ethics, DCFS policies, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), evidenced based practice program guidelines, social work reference books, and the Employee Handbook.
- Ability to prepare weekly case summaries, monthly program reports, referrals, billing reports, expense reports, written evaluation of case plans, client log spreadsheet, coverage and on-call schedules, performance evaluations, employee development plans, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and related legal terminology and language.

Clinical Coordinator

- Ability to communicate effectively with employees, supervisor, co-workers, social workers, clients, clients' families, community providers and partners, Court staff, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.
- Work may involve exposure to temperature or weather extremes, strong odors, smoke, dust, animals, disease, bodily fluids, violence, and traffic hazards.

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
21061	Contract Compliance Officer	Department of Equity and Inclusion	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21061	Contract Compliance Officer	Department of Equity and Inclusion	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Changes were made to classification functions, essential functions, language, and formatting. A technology section 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:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lenora Lockett, Director, Equity and Inclusion	1/13/2023	Email	Send spec draft
Jim Battigaglia, Archer Consultant	1/31/2023	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	2/21/2023	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Compliance Officer	Class Number:	21061
FLSA:	Exempt	Pay Grade:	8A
Dept:	Department of Equity and Inclusion		

Classification Function

The purpose of this classification is to assist with the process of enhancing equity in program and policy development with County government, which includes the areas of supplier diversity, workforce equity, and policy/program equity, to review and evaluate applications for Cuyahoga County's various diversity and inclusion programs and to monitor contracts for compliance with program requirements.

Distinguishing Characteristics

This is an entry level classification with responsibilities for performing technical activities to facilitate the County's various diversity, equity, and inclusion programs. This class works under general supervision from a Senior Contract Compliance Officer and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 25% +/- 10%

Monitors contracts for compliance and investigates alleged violations; monitors contracts for compliance with established diversity/inclusion participation goals, policies, and procedures; re-evaluates goals as needed when scope of work or funding is amended; investigates alleged violations of the program; completes tabulation sheets; conducts on-site audits to verify compliance with contract terms; confirms that the certified vendor of the County's diversity/inclusion programs is providing the goods and services indicated on the owner's application; monitors payments to vendors and records in database software.

- 25% +/- 10%

Reviews and evaluates applications for certification/re-certification for the County's various diversity/inclusion programs; determines eligibility and verifies that the applicant is the true business owner; reviews and verifies business information and activity (i.e., license agreements, tax returns, insurance, payroll documentation, ownership documentation, etc.); substantiates race and gender of owners to verify small business MBE/WBE designation (Minority-Owned or Woman-Owned); reviews, critiques, and evaluates financial statements; conducts on-site audits to verify accuracy of reported business information in the application; reviews past contracts; researches business relationships to ensure that business owner is not improperly connected to the owners of another business; notifies businesses of expiring certifications.

10% +/- 5%

Contract Compliance Officer

- Provides technical assistance to County personnel with businesses, private organizations, and governmental agencies on diversity requirements; attends pre-bid conferences to present diversity goal requirements for County projects; provides technical support to all bidders on the identification of the County's diversity/inclusion program participants in pre-bid meetings; provides information and assistance to County personnel looking for certified vendors; meets with clients and directors to inform them of certification.

15% +/- 5%

- Performs related administrative responsibilities; prepares reports, forms, memos, and associate correspondence; attends grievance hearings; answers diversity/inclusion program requirements and process questions via email, phone call, and mail; enters, maintains, and reports on data collected for certification; assists with compiling data for required reports; participates in training.

15% +/- 5%

- Supports leadership in the development and implementation of organizational initiatives, objectives, and strategies related to the advancement of diversity, equity and inclusion; works with the Human Resources Department to develop and implement programs, training, and assessments to build a culture of equity with respect to race, gender and sexual orientation throughout County government; models the use of equity strategies and tools to evaluate programs, policies, and practices with County staff and key community partners in order to improve service delivery; supports County departments with the design and implementation of diversity, equity, and inclusion initiatives; serves as a liaison to County departments and key stakeholders during decision-making and other processes to adapt policies and services to meet the needs of various groups; manages correspondence and communicates the County's equity-related goals to different audiences, including County employees across departments, key community stakeholders, and others; assists in the collection and analysis of data to inform strategies and tactics for increased diversity, equity, and inclusion in County programs and services.

10% +/- 5%

- Hosts and attends various outreach events and diversity trainings; hosts training and Town Halls for county staff; attends community and internal outreach events to provide information on County's diversity guidelines and initiatives and programs in the area; sets up visual aids for DEI training.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, marketing, or related field with one (1) year of related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated 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 database software (Access).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 business taxes, office lease, invoices, bid tabulation sheets, Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) applications, Cuyahoga County Business Based/Cuyahoga County Business Economic Inclusion Preference (CCBB/CCBEIP) applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the employee handbook, software manuals, Bidder's Manual, and the Ohio Revised Code.
- Ability to prepare Diversity Inclusion reports, site visit reports, grievance hearing minutes, denial letters, information letters, on site audit reviews, equity report, mileage reports and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and marketing terminology and language.
- Ability to communicate with the Director, business owners, community representatives, other County employees, large companies, consultants, contractors, and the general public

Environmental Adaptability

- Work is typically performed in an office environment and various off-site visits.

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
13171	Early Childhood Mental Health Therapist	Health and Human Services	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13171	Early Childhood Mental Health Therapist	Health and Human Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	Position updated at the department's request. Updates made to essential job functions, language, and formatting. A technology requirements section was added. Pay grade increased from 13A to 14A.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Job and Family Services
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Fiscal Impact:	PG 9A: \$56,680.00 - \$79,352.00 PG 10A: \$59,800.00 - \$83,699.20 Current incumbents do not fit within the new pay grade. Adjustments to be determined by HR.
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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>
Nicole Scalish – SPA 4	3/14/2023 3/15/2023	Email Email	Draft Review Follow-up question
Donna Scott – ECRT Coordinator	3/14/2023	Email	Draft Review
Kelli Neale – PO3, John Kennick – Talent Acquisition and Employment Specialist	11/16/2022 4/5/2023	Email Email	Discussion regarding update Notification of changes
Jim Battigaglia	3/7/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Mental Health Therapist	Class Number:	13171
FLSA:	Exempt	Pay Grade:	9A
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to provide a full range of Early Childhood Mental Health Services to children at risk for social, emotional, or behavioral difficulties and their caregivers in the child's home.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing a full range of direct mental health services to children ages 6 and under and their families including assessment, treatment planning, individual child therapy, parent coaching and feedback, ongoing case management, crisis intervention, consultation, and advocacy. This class works under general supervision of the ECMH Resource and Training Coordinator. The employee utilizes judgment in working within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

45% +/- 10%

- Implements a variety of evidence-based therapeutic interventions that may include, but are not limited to, Attachment and Bio-behavioral Catch-Up (ABC), Keys to Caregiving, Infant Massage, Child-Parent Psychotherapy (CPP) and TF-CBT for children between the ages of 0-6 and their current caregivers via in-home counseling services; conducts pre- and post-assessments; identifies and administers appropriate child and adult screening and assessment tools or other evaluation tools; provides appropriate service and treatment planning based on assessment and clinical judgment; reviews previous session content in preparation to determine focus for upcoming sessions; prepares supplies and materials needed for session activities; monitors and adjusts service and treatment plan as indicated; links families with additional resources and provides referrals as needed; attends juvenile court hearings for children on caseload as requested in order to support families and provides an update on service participation.

25% +/- 5%

- Collaborates with DCFS staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; communicates regularly with clients and collateral service providers to provide updates and feedback; communicates and coordinates with DCFS staff and biological parents to obtain consent forms for children's participation in the Early Childhood Metal Health (ECMH) program; tracks and shares progress in services and overall case plan goals with DCFS staff regarding needs and concerns of children 6 and under involved with the agency; communicates with the ECMH System Coordinator to ensure appropriate services are secured for children and their families; attends Team Decision Making meetings for children on the caseload, prospective clients, and as requested by other DCFS staff.

Early Childhood Mental Health Therapist

15% +/- 5%

- Tracks data and prepares reports on activities and outcomes; completes, prints, and files progress notes; provides weekly, monthly, and quarterly updates and reports on active clients, referrals, and closed or incomplete cases; maintains caseload logs and clinical documentation to document case activities according to policies and procedures; review pre- and post-assessments; records screening and assessment scores online; tracks data in spreadsheets.

5% +/- 2%

- Completes duties related to process improvement and supervision; prepares cases and attends supervision sessions with supervisor; participates in program development projects.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; initiates contact after referrals, confirms appointments, and reschedules appointments as needed; completes monthly expense reports; travels to sessions and meetings; gives educational trainings; attends community outreach opportunities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare, or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of education, training, and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), License of Marriage and Family Therapist (LMFT) License of Independent Marriage and Family Therapist (LIMFT), or License of Professional Clinical Counselor (LPCC) in the State of Ohio.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire date.

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, video camera, and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), presentation and publishing software (Microsoft PowerPoint), and business communication platform (Zoom, Microsoft TEAMS).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, various mental health assessment tools and scores, monthly statistics report, department reports, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, the Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, case documentation, expense reports, mileage reports, caseload logs, staffing notes and documentation, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal and medical terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, dust, animals, 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
19101	Environmental Compliance Coordinator	Human Resources	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19101	Environmental Health and Safety Specialist	Human Resources	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2018. Changes made to essential job functions, distinguishing characteristics, minimum qualifications, language, and formatting. A technology section was added. The pay grade has increased from PG 10A to PG 12A
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 10A: \$59,800.00 - \$83,699.20 PG 12A: \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
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Staffing Implications:	Two (2)
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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>
Denny Matheou, Manager, Health and Safety	11/30/2023	Email	Send class spec draft
Denny Matheou, Manager, Health and Safety	12/21/2023	Email	Update
Jim Battigaglia, Archer Consultant	12/22/2023	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	12/30/2023	Email	Ask question
Denny Matheou, Manager, Health and Safety	1/6/2023	Email	Update
Jim Battigaglia, Archer Consultant	1/11/2023	Email	Reminder
Denny Matheou, Manager, Health and Safety	1/30/2023	Email	Ask questions
Denny Matheou, Manager, Health and Safety	2/2/2023	Email	Reminder
Denny Matheou, Manager, Health and Safety	2/13/2023	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Health and Safety Specialist	Class Number:	19101
FLSA:	Exempt	Pay Grade:	12A
Department:	Human Resources		

Classification Function

The purpose of this classification is to identify, investigate, resolve, and prevent environmental, health, and safety (EHS) hazards in County buildings and operations. Execute EHS programs in accordance with local, State, and Federal regulations through training, EHS audits, corrective actions, and implementation of best practices.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating all aspects of EHS compliance for various County departments, including Public Works and Sheriff departments. Responsibilities include EHS program maintenance, coordination of training, regular facility and field inspections, and investigations of incidents and complaints, with the goal to resolve risk, and ensure compliance with applicable regulations. The incumbent is responsible for overseeing projects under a framework policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision of the Manager, Environmental Health and Safety and exercise discretion in applying policies and procedures to resolve health and safety issues.

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%

- Develops, plans, and coordinates employee safety program policies and procedures; coordinates and documents maintenance of equipment; monitors safety program compliance; conducts field checks to verify policy compliance; investigates injury/illness; identifies and informs employees of hazards in the workplace; determines safe work methods and ensures that employees are notified of new and modified methods;

20% +/- 10%

- Designs, develops, and implements various employee EHS trainings on subjects such as safe lifting, traffic control, CPR, tow motor, respiratory protection, and trenching and excavating; engage external training contractors as applicable. Conducts emergency drills at County buildings.

10% +/- 5%

- Develops and manages a variety of programs to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents, including: asbestos management and maintenance; bed bug cases; pest management; air quality concerns, environmental site investigation and remediation; hazardous waste disposal; and underground storage tank programs. Compiles project information and prepares reports; maintains project records and files.

10% +/- 5%

- Performs environmental inspections and permit applications; responds to, investigates, evaluates, and resolves environmental/occupational health hazards and complaints; conducts health site surveys of work sites to identify potential health hazards; recommends appropriate corrective

Environmental Health and Safety Specialist

measures to ensure compliance with safety standards and government regulations. Examines permits, licenses, and applications to ensure compliance with requirements. Calibrates, operates, and maintains a variety of environmental testing equipment. Prepares reports and documents detailing environmental conditions.

10% +/- 5%

- Prepares and reviews technical specifications for bids and contracts related to the remediation of asbestos, hazardous/non-hazardous waste materials, lead, indoor air quality, and mold; reviews scope of work from consulting engineers for conformance to laws and standards for removal of asbestos and hazardous materials; interprets air and bulk reviews; manages assigned safety contracts; approves contractor invoices and payment applications.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with development of health and safety policies and procedures; responds to inquiries concerning regulations for assigned areas or requests for information; communicates with various County departments as well as outside agencies regarding safety matters; stays up to date on changes and development with occupational safety, health, and environmental laws and regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in environmental, Health, and Safety or related field ____with three (3) years of occupational safety, environmental, health and compliance, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain course licenses or certification in the following within 6 months of employment - CPR Instructor, Occupational Safety and Health Administration (OSHA) 30-Hour Safety, Hazardous Waste Operations, and Asbestos Awareness.

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. Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of industrial hygiene and environmental equipment and tools such as air quality meter, asbestos sampling tools, respirators, combustible gas meter, fit testing equipment, CPR dummies, etc.
- Ability to stand and walk for a prolonged period and ability to lift to 25lbs.

Technology Requirements

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

Environmental Health and Safety Specialist

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 lab results, accident investigation reports, work repair reports, vehicle inspection reports, safety equipment reports, certifications, ADA accommodations, surveys, bid specifications, proposals, billing invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, OSHA regulations, EPA Building Regulations, Ohio Environmental Law Handbook, Ohio Revised Code, Ohio Administrative Code, and Ohio Environmental Law Handbook.
- Ability to prepare requests for bids and proposals, accident reports, activity reports, training reports, vehicle cost reports, environmental reports, notifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to conduct and/or recommend training of Cuyahoga County Employees in environmental health and safety fields including Respiratory Protection, Confined Spaces, Traffic Control, Tool & Equipment Safety, Trenching & Excavation, Bedbug Awareness, Integrated Pest Management, Mold Awareness, and Asbestos Awareness.
- Ability to convince and influence others, record, and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret safety, mechanical, environmental, and related legal terminology and language.
- Ability to communicate effectively with supervisor, directors, field personnel, consultants, representatives from other government agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke/dust/pollen, wetness/humidity, bright lights, noise extremes, vibrations, and machinery.

Environmental Health and Safety 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
21062	Senior Contract Compliance Officer	Department of Equity and Inclusion	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21062	Senior Contract Compliance Officer	Department of Equity and Inclusion	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Changes were made to classification functions, essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lenora Lockett, Director, Equity and Inclusion	1/13/2023	Email	Send spec draft
Jim Battigaglia, Archer Consultant	1/31/2023	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	2/21/2023	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Contract Compliance Officer	Class Number:	21062
FLSA:	Exempt	Pay Grade:	11A
Dept:	Department of Equity and Inclusion		

Classification Function

The purpose of this classification is to manage the process of enhancing equity in program and policy development within County government in the areas of supplier diversity, workforce equity, and policy/programming, and to manage the process of vendor certification/re-certification for Cuyahoga County's various diversity and inclusion programs, and to monitor contracts for compliance.

Distinguishing Characteristics

This is a supervisor level classification responsible for supervising the work of Contract Compliance Officers and for planning, organizing, coordinating, and supervising activities that facilitate the County's various diversity, equity, and inclusion programs. This class works under general direction and the incumbent evaluates and recommends changes to, or develops new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

50% +/- 10%

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

10% +/- 5%

- Manages the certification and re-certifications process for determining eligibility for County diversity and inclusion programs; reviews applications for becoming a certified or re-certified diversity business; verifies that the business owner listed on the application is the true business owner; reviews and verifies business information and activity (i.e., license agreements, tax returns, insurance, payroll documentation, ownership documentation, etc.); reviews and critiques financial statements; conducts on-site interviews to verify accuracy of reported business information in the application; reviews past contracts; researches business relationships to ensure that business owner is not improperly connected to the owners of another business.

10% +/- 5%

- Monitors contracts for compliance and investigates alleged violations; reviews submitted proposals to ensure diversity goals will be met; reviews and calculates tabulations sheets; monitors contracts for compliance with established diversity/inclusion participation goals, policies, and procedures; reviews and evaluates cancelled checks, invoices, and AIA statements by prime contractors for the

Senior Contract Compliance Officer

small companies; conducts on-site audits to verify to verify compliance with contract terms; reviews reports from contractors to confirm that the work in the contract is paid for; collects and enters payroll information of pertinent projects being monitored; collects and enters payments made to certified vendors from the prime contractor; attends pre-bid conferences with contractors; provides technical support to all bidders on the identification of certified vendors of the County's diversity and inclusion programs.

5% +/- 2%

- Coordinates and promotes the County's various equity, diversity and inclusion programs; provides information and outreach to the local business community about the purpose and benefits of the programs; offers orientation and guidance to businesses on how to get certified with the programs; attends and plans outreach events; prepares and gives presentations to explain diversity goals and requirements to potential contractors or organizations; updates promotional materials.

15% +/- 5%

- Supports leadership in the development and implementation of organizational initiatives, objectives, and strategies related to the advancement of diversity, equity and inclusion; works with the Human Resources Department to develop and implement programs, training, and assessments to build a culture of equity with respect to race, gender and sexual orientation throughout County government; models the use of equity strategies and tools to evaluate programs, policies, and practices with County staff and key community partners in order to improve service delivery; supports County departments with the design and implementation of diversity, equity, and inclusion initiatives; serves as a liaison to County departments and key stakeholders during decision-making and other processes to adapt policies and services to meet the needs of various groups; manages correspondence and communicates the County's equity-related goals to different audiences, including County employees across departments, key community stakeholders, and others; assists in the collection and analysis of data to inform strategies and tactics for increased diversity, equity, and inclusion in County programs and services.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and submits annual reports; reviews database to ensure information is entered in accordance with County policies and procedures; reviews diversity tab sheets for Requests for Proposals (RFPs) and Requests for Qualification (RFQs); prepares contract awarded letters; coordinates and prepares materials for the SBE, WBE, and MBE Grievance hearings and rejection appeal hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, marketing, or related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Senior Contract Compliance Officer

Technology Requirements

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

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 use 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 Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) certification and recertification applications, tax reports, financial statements, Articles of Incorporation, Corporate by-laws, Partnership or LLC agreements, leases, certified payrolls, bid specifications, tab sheets, BOC and Council approvals, Cuyahoga County Business Based/Cuyahoga County Business Economic Inclusion Preference (CCBB/CCBEIP) applications, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, software manuals, and the Ohio Revised Code.
- Ability to prepare determination forms, SBE participation reports, site visit reports, bid tabulation sheets, SBE database and spreadsheets, Certificates for CCBB Program, prepare mileage report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the department when dealing with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and marketing terminology and language.

Senior Contract Compliance Officer

- Ability to communicate with the Director, SBE owners, community representatives, other County employees, large companies, consultants, contractors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and various off-site visits to business seeking certification.

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
13191	Supervisor, Principal Support Officer	Job and Family Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13191	Supervisor, Principal Support Officer	Job and Family Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2018. Updates were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Nineteen (19)
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Dept.(s) Affected:	Job and Family Services
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Fiscal Impact:	None. No change to pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Christine Meznarich – SPA 3, Tammie Greer – SPA 3, Ashombia Hawkins – SPA 3, Mary Dillinger – SPA3, Robin Belcher – SPA 4.	11/8/2022 11/30/2022	Email Email	Draft Review Reminder
Robin Belcher – SPA 4	12/15/2022 12/20/2022 1/5/2022	Email Email Email	Follow up On Min Quals Reminder Final Reminder
Tiffany Dobbins-Brazelton - Director	1/5/2022' 1/10/2022	Email Email	Final Reminder on Min Quals Follow up
Jim Battigaglia	12/21/2022	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Principal Support Officer	Class Number:	13191
FLSA:	Exempt	Pay Grade:	13A
Department:	Job and Family Services		

Classification Function

The purpose of this classification is to supervise Support Officers and clerical support employees who provide case management services to customers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Support Officers and other assigned staff and overseeing case management service activities including establishing paternity and child support orders, collecting regular and consistent current child support, collecting child support arrears, modifying child support orders, providing findings and recommendations for termination of support, and conducting investigations to locate individuals, assets, and income sources. This position works under general supervision from a management-level position. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely, accurate, 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.

40% +/- 10%

- Oversees and coordinates delivery of child and family support services to clients and oversees related data management activities; prioritizes and delegates unit work; monitors and manages maintenance and updates of data tracking and filing systems; manages, reviews, completes and/or processes case management documentation and information through case management systems, databases, trackers, logs, and forms; reviews, sorts, and processes incoming and outgoing documents and ensures proper distribution to the appropriate destination; shares and re-routes case documentation for internal/external departmental review; reviews staff work product and supporting documentation for accuracy and approves appropriate next administrative, civil, or criminal actions based upon individual case circumstances; compiles data and creates, updates, and analyzes reports; ensures daily operations, case management, and data management are in compliance with County, state, and federal guidelines; ensures work is completed by the required deadlines; assists other agency staff and supervisors with issues regarding case management services, data management, and auditing; mediates and de-escalates difficult situations and problems with internal staff and clients; provides recommendations to court officials upon request to proceed with judicial action; provides testimony at civil and criminal court proceedings upon request.

30% +/- 10%

- Supervises a unit of employees responsible for providing child support case management services to customers; 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;

Supervisor, Principal Support Officer

monitors and provides for employee training needs; meets with employees individually and as a unit; facilitates grievance meetings with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Monitors and evaluates unit operations, policies, and procedures to identify areas for improvement; analyzes operations and researches methods, special projects, and initiatives to improve operations or policies; gathers, maintains, and analyzes data for department reporting requirements and policy and procedure updates; interprets federal and state rules, regulations, laws, and requirements to assess impact on local policy and procedures and existing operations; develops, drafts, and recommends new and/or updated policies and procedures and develops plans for implementation; coordinates with management and other agency departments to coordinate work flows, develop and implement policies and procedures, and clarify issues.

10% +/- 5%

- Acts as a liaison for the department; receives and responds to requests for information from various agencies, court personnel, upper management, and the general public; coordinates services with community agencies and local organizations; conducts face-to-face interviews for walk-in clients; provides agency outreach services and information to clients and other agencies; participates in community education and makes presentations to various groups.

10% +/- 5%

- Participates in development and presentation of training materials; conducts training via in-person or video conference for unit, new hires, agency members, partner agencies, and external customers; attends and presents at meetings and conferences.

5% +/- 2%

- Participates in the development and implementation of initiatives and programs; researches, tests, and plans new services and programs; coordinates work with internal groups and develops reports and plans for service and program implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with five (5) years of human services experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Access), database software (SETS), presentation and

Supervisor, Principal Support Officer

publishing software (Microsoft PowerPoint), and business communication platform (Microsoft TEAMS).

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 other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including agency data reports, Control-D and Web Reports, agency department statistics, legislative documents (i.e., code, law, rule descriptions), legal documents (i.e., court orders, affidavits), workflows, flowcharts, time sheets, performance evaluations, 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, agency policies and procedures, state and federal Child Support Enforcement Manuals, County codes and regulations, and union contracts.
- Ability to prepare special project reports, monthly stats reports, unit meeting minutes, support order enforcement documents (i.e., state forms, agency documents, court documents), monthly reports, logs, supply requisitions, expense reports, case tracking reports, court related documents, training materials, performance evaluations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to 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 relevant legal and counseling related terminology and language.
- Ability to communicate effectively with managers, executive leadership, subordinates, clients, Court personnel, union representatives, State systems personnel, public service agencies, law enforcement personnel, contracted partners, other County employees, and the general public.

Supervisor, Principal Support Officer

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
15151	Supervisor, Sign Shop	Public Works	Non-Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15151	Supervisor, Sign Shop	Public Works	Non-Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes made to physical requirements, language, and formatting. The pay grade has increased from PG 9A to PG 10A
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 9A: \$56,680.00 - \$79,352.00 PG 10A: \$59,800.00 - \$83,699.20 Step Placement TBD by Human Resources
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Staffing Implications:	One (1)
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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>
Robert Funtash, Superintendent, Maintenance	2/13/2023	Email	Send class spec draft
Jim Battigaglia, Archer Consultant	2/23/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Department of Public Works.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Department of Public Works. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

Essential Job Functions

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

30% +/- 10%

- Plans, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.

20% +/- 10%

- Supervises Sign Shop personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; 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 payroll, timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

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.
- Ability to operate a variety of sign construction equipment including auger, hammer drill, band saw, pain striper, utility truck, and drill punch.
- Ability to stand, walk, climb and balance, bend and twist, and push, pull, and lift up to 50 pounds.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (EAM).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to solve and act on employee problems.

Supervisor, Sign Shop

- 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 apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- 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 forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, Harvard Standard Operating Procedure manual, OSHA rules, standards, and specifications.
- Ability to prepare memos, performance appraisals, correspondence, plans, work orders, 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 engineering terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, municipalities personnel, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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
12001	Manager, Corrections Food Service	Sheriff's Department	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been assumed by a food service vendor.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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
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Management Contact(s):	Sarah Nemastil – Administrator, HR - Sheriff
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Corrections Food Service	Class Number:	12001
FLSA:	Exempt	Pay Grade:	10A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food service operations and employees for the Cuyahoga County Regional Corrections Center.

Distinguishing Characteristics

This is a management level classification responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services unit for the Cuyahoga County Corrections Center as well as supervising employees and inmates working in food services. This class works under general direction and the incumbent evaluates and recommends changes to or develops new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent ensures that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 35% +/- 10%
- Coordinates and organizes food service operations; ensures that dining service, food preparation areas, and equipment are maintained in a clean and sanitary manner; assists in establishing food service regulations, procedures, and standards; inspects incoming food products to determine that they meet purchase order specifications; inspects food for quality and temperature and ensures appropriate storage procedures; conducts inventory of products and supplies for cooking operations; monitors compliance with sanitation, safety, and health laws and regulations.
- 35% +/- 5%
- Supervises staff and inmate workers; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction in the operation of kitchen equipment, sanitation, and food preparation; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; conducts investigations into employee misconduct; assesses staffing requirements; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards.
- 25% +/- 10%
- Calculates monthly, quarterly, semi-annual, and annual food budget requirements; estimates and plans for needed supplies and food items for the preparation of meals; prepares and approves requisitions for food items, supplies, and equipment; completes related documents and reports.
- 5% +/- 2%
- Determines, recommends, and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment; make recommendations for process flow improvement and implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in food services or related field with four (4) years of experience in institutional food preparation, commercial food service operations, or food services management including two years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

- Must obtain ServSafe Certification within one year after hire date.

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 use a variety of food service and sanitation tools, equipment, and supplies.

Supervisory Responsibilities

- Ability to schedule, 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 prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, 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-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 invoices, time sheets, budgets, disciplinary reports, and incident reports.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, OSHA standards, FDA Food Code, safety and sanitation manuals, menus, and food service hygiene standards.

Manager, Corrections Food Service

- Ability to prepare billing statements, monthly and annual reports, performance appraisals, schedules, assignments, tracking sheets, menus, 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, to follow instructions.
- Ability to communicate with management, subordinates, inmates, and Metrohealth staff.

Environmental Adaptability

- Work is performed indoors.
- Work may involve exposure to strong odors, smoke, dust, violence, and machinery.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12331	Manager, Security	Sheriff's Department	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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
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Management Contact(s):	Sarah Nemastil – Administrator, HR - Sheriff
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Security	Class Number:	12331
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage, coordinate, supervise, assign, control, and review the work of security personnel in the Protective Services division and to assist the Sheriff with the Protective Services division in the overall planning and organizing of the unit.

Distinguishing Characteristics

This is a management level classification responsible for planning, coordinating, and supervising the Protective Services division of the Sheriff's Department directly and through subordinate supervisors. This class works under direction and the incumbents are expected to study, evaluate, and recommend changes to, or to develop of new policies and procedures for the division's operations. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This position remains on call to assist in emergency situations.

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%

- Manages, coordinates, and evaluates the activities of the Protective Services division; analyzes, plans, and directs a comprehensive security program; coordinates with Agency Directors to ensure agencies' security needs are met; assesses division's efficiency and effectiveness; develops and updates security policies and procedures; confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the division; conducts daily security inspections of facilities and grounds; oversees installation of new equipment; coordinates and oversees inspection and maintenance of equipment.

35% +/- 10%

- Supervises the division's functions through subordinate supervisors; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Stays abreast of new trends, requirements, technology, and innovations in the field; implements and maximizes the use of technology to ensure effective and efficient use of resources.

10% +/- 5%

- Performs related ancillary responsibilities; represents the department by attending and participating in meetings, seminars, and training; assists other departments and personnel with security needs through consultative review and recommendations; prepares the division budget and coordinates fiscal affairs.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice, industrial security or related field and five (5) years of security experience including two (2) years of experience in a supervisory capacity; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special licenses or certifications 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 and audio-visual equipment.
- Ability to use a variety of law enforcement tools and equipment including various restraining devices.

Supervisory Responsibilities

- Ability to schedule, 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, and divide, and to 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 such to established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, safety violations, shift reports, invoices, attendance reports, disciplinary reports, grievances, proposals, vacation requests, and video recordings.

Manager, Security

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental and county policy manual, manuals, websites, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and security related terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies and departments/divisions, and the general public.

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to emergency situations and may involve exposure to 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10181	Mental Health Intake Specialist	Sheriff's Department	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department and/or stakeholders involved with the Central Booking Process.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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
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Management Contact(s):	Sarah Nemastil – Administrator, HR - Sheriff
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

70% +/- 10%

- Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities

20% +/- 10%

- Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.

10% +/- 5%

- Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Mental Health Intake Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

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.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake 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.