



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: April 30, 2026

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the May 6, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Co-Director, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Manager, Grants Compliance 11241	14A Exempt	Fiscal
Principal Design Engineer 18077	16A Exempt	Public Works
Senior Employee Benefits Analyst 14072	10A Exempt	Human Resources

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Assistant Board of Control Coordinator 11131	9A Non-Exempt	10A Non-Exempt	Purchasing
Engineer 1 18072	8A Exempt	9A Exempt	Public Works
Engineer 2 18073	10A Exempt	11A Exempt	Public Works
Engineer 3 18074	14A Exempt	14A Exempt (No Change)	Public Works
Engineer 4 18075	15A Exempt	15A Exempt (No Change)	Public Works
Area Construction Engineer 18076 (Principal Construction Engineer)	16A Exempt	16A Exempt (No Change)	Public Works

Section Chief, Engineering 18151	17A Exempt	17A Exempt (No Change)	Public Works
Senior Staff Auditor 11132	14A Exempt	14A Exempt (No Change)	Internal Audit
Senior Superintendent, Facilities 15092	14A Exempt	14A Exempt (No Change)	Public Works
Staff Auditor 11131	11A Exempt	11A Exempt (No Change)	Internal Audit
Superintendent, Facilities 15091	13A Exempt	13A Exempt (No Change)	Public Works
Supervisor, Landscaper 15111	8A Exempt	8A Non-Exempt (No Change)	Public Works
Supervisor, Sewer Maintenance 18001	11A Exempt	11A Exempt (No Change)	Public Works
<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>		<b>DEPARTMENT</b>
Sustainability Coordinator 13201	7A Non-Exempt		Sustainability

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11241	Manager, Grants Compliance	Fiscal Office	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Fiscal Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	PG 14 \$76,585.60 - \$107,203.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Leigh Tucker – Assistant Fiscal Officer; Lennon Taylor - Controller	4/3/2026	Email	Review of Class Spec Draft
	4/9/2026	Email	Confirmation of Edits
	4/27/2026	Email	Notification of Pay Grade
	4/29/2026	Email	Discussion Regarding Pay Grade
Jim Battigaglia, Archer Consultant	4/14/2026	Email	Request for Pay Grade Recommendation

	4/29/2026	TEAMS Call	Discussion regarding pay grade
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	4/29/2026	Email	Notification of Pay Grade

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Grants Compliance	<b>Class Number:</b>	11241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Fiscal Office		

## Classification Function

The purpose of this classification is to assist County agencies by providing fiscal oversight of grant funding and compliance activities.

## Distinguishing Characteristics

This is a supervisor level classification with responsibility for assisting County agencies with ensuring fiscal oversight of grant funding and compliance activities and preparing the County's annual Schedule of Federal Award Expenditures. This position works under general supervision of the Controller. The employee is expected to consult and collaborate with agencies to discuss plans, projects, and objectives, and to present solutions to identified concerns related to grant funding and compliance. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

## 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%

- Monitors spending of grant dollars to ensure spending is in compliance with regulatory requirements and is properly classified; reviews all grant proposals to ensure accounting policies and procedures are properly incorporated into the proposals; checks consistency of grant spending reports to the grantor by comparing with amounts recorded in the accounting system; serves as the subject matter expert on grant policies and regulations; ensures organizational compliance with all applicable federal, state, and institutional guidelines throughout the grant lifecycle; implements, and maintains internal policies, processes, and procedures related to grant management to promote consistency, compliance, and efficiency across all grant activities; creates and maintains a database of master files on all County grants; maintains records of grant dollars for audit purposes; prepares the County's annual Schedule of Expenditures of Federal Awards (SEFA).

30% +/- 10%

- Assists County agencies in directing and coordinating evaluation and monitoring of grant-funded programs from an accounting perspective; assists County grant personnel in preparing periodic reports to comply with grant reporting requirements; assists in preparation of the response/corrective action plan to noncompliance issues; monitors agencies to ensure adherence to corrective action plans; assists agencies in timely and accurate closeout of grants by ensuring all financial and compliance requirements are met including coordinating final reporting, reconciling expenditures, and verifying documentation; assists County agencies with modifying their budget in the financial system as needed; works with agencies, Purchasing, and OBM to ensure grant approvals are accurately reflected in database software and budgets are added in ERP system; serves as a resource to agency staff by offering guidance and training on grant policies, processes, and compliance to ensure proper oversight.

## Manager, Grants Compliance

15% +/- 5%

- Serves as a liaison between other departments and agencies; serves as a liaison between the County and auditors during the County's annual financial and federal single audits; serves as a liaison between County agencies and Office of Budget Management (OBM) to ensure programs are properly budgeted and budgeting policies are followed; participates in agency led meetings with representatives of funding sources, as necessary, to work out details of proposal; discusses program requirements and sources of funds available with administrative personnel.

15% +/- 5%

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

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; reviews literature and other sources to stay current on compliance requirements in relation to federal, state, and local laws and mandates.

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

- Bachelor's degree in accounting, finance, or business with five (5) years of accounting, budget management, grants management, grant compliance, or related experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate degree	7 years
Unrelated bachelor's degree	Not Qualified
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	3 years

*Related degree fields:* no related degree fields

*Related work experience:* financial report preparation, data analysis.

### Additional Requirements

- No special license or certification is required.

Manager, Grants Compliance

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

### **Physical Requirements**

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

### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), publishing software (Microsoft PowerPoint), enterprise management system software (Infor Lawson), and database software (OnBase).

### **Supervisory Requirements**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including grant reports, grant proposals, budget resolutions, audits, cost allocation plans, timesheets, time & effort reports, BOC and Executive Committee reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Generally Accepted Accounting Principles (GAAP), Uniform Guidance Code, Ohio Revised Code, County Code, Federal and State Program guidelines.
- Ability to prepare monthly financial reports, budget documents, training manuals, SEFA grant reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

## Manager, Grants Compliance

- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate effectively with directors, department management, grant managers, OBM, internal and external auditors, the Law Department, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18077	Principal Design Engineer	Public Works	Exempt	16A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Public Works Department based on department need. The classification reflects the essential functions and minimum qualifications of the position. The design duties were removed from the Area Construction Engineer and added to this new position
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 16A: \$88,088.00 - \$123,344.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Byron Sah; Section Chief, Engineering	12/12/2025	Email	Sent drafted specification
	12/29/2025	Email	Reminder
	1/16/2026	Email	Reminder

Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Principal Design Engineer	<b>Class Number:</b>	18077
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to plan, direct, coordinate, and manage assignments in a various Public Works Sections (e.g., , sanitary, bridge design, , highway design, facilities, planning, and programming) and to supervise and provide technical guidance to lower-level engineers.

## Distinguishing Characteristics

This is a senior technical professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for technical oversight of project teams while the latter is responsible for management of a Design Section of the Public Works Department. This class differs from the Area Construction Engineer where the latter coordinates the work of individuals with an engineering construction and maintenance skillset versus design.

## 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.**

- 20% +/- 10%
  - Plans, manages, leads, and provides technical review of design plans for engineering projects such as bridge replacement, rehabilitation projects, culvert replacement, and task orders; performs structural, hydrological, and hydraulic calculations for the design of bridge and culvert projects, including load ratings; coordinates tasks on design projects with employees in other sections of the Public Works Department, such as Planning, Highway Design, Sanitary, Bridge Design, Bridge Inspection and Maintenance, Surveying, Facilities and Construction to maintain the requirements of the projects; examines survey reports, drawings, maps, blueprints, aerial photos, and other geologic or topographical data for the study of projects; designs and coordinates utility relocation work for bridge and culvert relocation projects; manages and reviews progress of bridge improvement projects and recommends actions and strategies to administrative personnel to ensure completion of projects; reviews construction shop drawings, estimated quantities, design calculations and other construction submittals for conformance with engineering plans; utilizes various design programs in preparing sketches for further development as well as producing detailed designs.

- 20% +/- 10%
  - Supervises and directs the work of lower-level engineers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge

20% +/- 10%

## Principal Design Engineer

- Reviews technical and cost proposals from design consultants; leads the preparation of cost estimate document needed for the advertisement and sale of bridge improvement projects; manages and assigns consultant firm's activities and scope of work for bridge rehabilitation and replacement projects.

20% +/- 10%

- Oversees field activities while working closely with Design Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities; attends pre-construction conferences and answer questions regarding the contract plans which arise during the construction of improvements; inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, construction standards, and safety standards.

15% +/- 5%

- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

5% +/- 2%

- Assumes duties of the Chief Section Engineer in his/her absence.

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

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology from an EAC or ETAC ABET-accredited institution with a minimum of ten (10) years of related engineering experience **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High School Diploma/GED or unrelated degree of any level	Screened out
Related associate degree	12 years
Related bachelor's degree	10 years
Related master's/doctorate degree	8 years

*Related degree fields:* any engineering, engineering technology or construction management field

*Related work experience:* any civil or construction engineering experience, engineering projects, CAD

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

### Additional Requirements

- A Professional Engineer (PE) license is required. If the PE license is issued by a state other than Ohio, then an Ohio PE license must be obtained within six (6) months of hire date.

Principal Design Engineer

## **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 multi-function printer.

### **Technology Requirements**

- Ability to operate a variety of software and databases including computer aided design CAD software (AutoCAD, Civil 3D), engineering design software (WSPRO, HEC-RAS, STAAD.Pro, PS Beam, OpenFlows), communication software (Bluebeam Revu), database management software (Microsoft Access), email software (Microsoft Outlook), geographic information system (GIS) software, spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- 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 utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend study reports, design plans, billing invoices, survey data, design calculations, proposal notes, shop drawings, erection plans and procedures, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Manual of Bridge Inspection and Inventory, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical study reports, specifications, standard drawings, and standard notes, design plans, timesheets, letters, correspondence, design calculations, project status reports, phone conversation logs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Principal Design Engineer

- 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, construction, and related legal terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, residents, engineers, departmental employees and administrators, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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 NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14072	Senior Employee Benefits Analyst	Human Resources	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	PG 10A: \$63,481.60 - \$88,816.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
John Kennick, Senior Manager Compensation and HRIS	1/22/2026	Email	Sent drafted specification
	2/10/2026	Email	Reminder
Jim Battigaglia, Archer Consultant	3/25/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Employee Benefits Analyst	<b>Class Number:</b>	14072
<b>FLSA:</b>	TBD	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Human Resources		

## Classification Function

The purpose of this classification is to administer and audit employee benefits data in the County's Enterprise Resource Planning (ERP) system and to serve as a team lead for the Employee Benefits division staff. .

## Distinguishing Characteristics

This is a lead level classification with the responsibilities of researching, analyzing, auditing, and administering data within the employee benefits module in the County's Enterprise Resources Planning (ERP) system and makes recommendations for process improvements. Employees in this class will create and maintain system data, integrate data among various sources, perform mass data processing operations, research and analyze the benefits administration process, develop and recommend process improvements, and coordinate with ERP Business Systems Administrators to develop system requirements and test and validate the function of system features. Employees in this classification work under general supervision of the Manager, Employee Benefits and receive instruction or assistance only as unusual situations arise. Employees are expected to exercise a high-level of independent judgment and initiative and to advise other HR personnel regarding the technical configurations of employee benefits data in the ERP system.

## 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%
- Administers benefits data in ERP system; creates and maintains benefits plans and life events; creates and maintains benefits-plan rate tables; executes mass processing actions (e.g., mass create eligibility, mass employee enrollment, membership refresh) and analyzes/resolves processing errors; troubleshoots system issues; coordinates with ERP business system administrators to develop requirements for system development and reporting; develops testing scenarios and leads testing/verification phase of system upgrade or patch application; manages Evidence Of Insurability (EOI) approval process for changes to life insurance enrollments; receives information from vendor, and processes enrollments in HRIS system.
- 30% +/- 10%
- Administers data
- integration between HRIS and Fiscal software or between vendor databases and HRIS software; researches integration process errors to determine possible sources of errors; tests for each possibility; makes manual adjustments to benefit data in HRIS system, Fiscal System, and/or vendor database once the source of the error is confirmed; completes meta-analysis of errors to identify and understand the nature of systematic problems. 15% +/- 5%
- Administers benefits deductions in payroll environment; compares employee status (i.e., active, on paid leave, on unpaid leave) with benefits enrollments, actual time records, and deductions records in Fiscal payroll software; identifies and analyzes discrepancies to determine source of error and makes necessary changes/overrides in system; compares actual enrollment data with deduction history; calculates retroactive deductions or deduction refunds for enrollments or terminations whose

## Senior Employee Benefits Analyst

effective date (i.e., the first day of a month, the last day of a month) resulted in a missed deduction or an extra deduction.

15% +/- 5%

- Performs research, analysis, and reporting to support and make recommendations for decisions regarding benefits program administration strategies, policies, and processes; researches and remains abreast of government regulations, legislation, and benefits trends; assists with research and analysis to ensure that benefits plans meet healthcare law requirements; produces comprehensive benefits analyses reports as requested by management; identifies and makes recommendations for process improvements regarding administering and monitoring benefits programs.

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

- Bachelor's degree in human resources, or a related field of study with five (5) years of human resources experience, including three (3) years of benefits administration experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	10 years
Related associate degree	8 years
Unrelated bachelor's or graduate degree	7 years
Related bachelor's degree	5 years
Related master's/doctoral degree	3 years

*Related degree fields:* business administration, human resources management, labor relations

*Related work experience:* any experience related to employee benefits, HRIS/ERP administration, human resources experience

### Additional Requirements

- No certificates or licenses required.

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

#### Physical Requirements

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

#### Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft Access), and Enterprise Resource Planning Software (Infor ERP, GHR, Lawson S3), web-based vendor-portal software (e.g., CVS, Medical Mutual, P&A Group).

### Supervisory Requirements

- No supervisory responsibilities required.

## Senior Employee Benefits Analyst

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including error reports, monthly reconciliation queries, transaction reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Health Insurance Portability and Accountability Act (HIPAA), Affordable Care Act (ACA), and Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Ability to prepare eligibility reports, queries, 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 human resources benefits terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employees' dependents, vendors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11131	Assistant Board of Control Coordinator	Department of Purchasing	Non-Exempt	9A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11131	Assistant Board of Control Coordinator	Department of Purchasing	Non-Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Updated was made based upon a request from the Department of Purchasing due to increased job responsibilities. Changes were made to the essential job functions. Pay grade increased from 9A to 10A. No change to FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Department of Purchasing.
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<b>Fiscal Impact:</b>	PG 9: \$60,174.40 - \$84,198.40 PG 10: \$63,481.60 - \$88,816.00 Incumbent fits within the range of the new pay grade.
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Paul Porter – Director of Purchasing; Cheryl Kinzig - BOC	3/17/2026	Email	Review of Class Spec Draft
	4/1/2026	Email	Reminder
	4/9/2026	Email	Response to Edits on Class Spec
	4/14/2026	Email	Confirmation of edits
	4/29/2026	Email	Notification of Pay Grade
Jim Battigaglia, Archer Consultant	4/14/2026	Email	Request for Pay Grade Recommendation
	4/29/2026	TEAMS Call	Discussion regarding pay grade
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	4/29/2026	Email	Notification of Pay Grade

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Board of Control Coordinator	<b>Class Number:</b>	10101
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Department of Purchasing		

## Classification Function

The purpose of the classification is to assist with the Board of Control meetings by preparing submissions for various meeting agendas, attending and assisting with Board of Control meetings, and supervising assigned staff.

## Distinguishing Characteristics

This is a journey level classification that is responsible for reviewing and preparing submissions for items appearing on the Executive Sponsored Items and Board of Control (BOC) agendas, attending and assisting with Board of Control meetings, and supervising assigned staff. The employee works under general supervision of the Board of Control Coordinator and works within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff. This position differs from the Board of Control Coordinator in that the latter oversees and reviews the work of this position.

## 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.**

- 20% +/- 10%
  - Processes incoming item submissions through the queue in the database/agenda management systems; reviews incoming item submissions to ensure compliance with guidelines; determines item agenda placement (BOC agenda, County Council agenda, contract cover modification, etc.); reviews and researches incoming purchase order submissions and contract submissions that meet the approved threshold amount; reviews supporting documentation for quality assurance and accuracy; creates weekly reports of proposed purchase orders including all pertinent information (purchase order number, type, submitting department, vendor, etc.) to be included on the BOC agenda for final approval.
- 20% +/- 10%
  - Reviews County Council approved legislation documents for signature; records final approval numbers, document handle numbers, and items requiring signatures in the agenda management system; determines whether approved items from BOC and County Council agendas will require an electronic/wet signature; prepares approved documents for signature by electronically or physically tabbing documents and including appropriate verbiage for signature lines; submits documents for appropriate designee(s) to sign; verifies signatures and scans and uploads signed documents into archiving folder and uploads fully executed contracts into database system; reviews items in the system that have been fully executed; confirms each submission has completed the full workflow process and the final Resolution Approval number has been logged by the Clerk of Council; verifies the item details in the system match the agenda caption; gives final approval of item in the database system.

## Assistant Board of Control Coordinator

20% +/- 10%

- Creates draft and final Executive Sponsored Items Agenda for the Executive Review Meetings and assists the BOC Coordinator with preparing the draft agenda for BOC meetings; reviews and researches various items (contracts, purchase orders, grants, loans, miscellaneous agreement submissions) to formulate captions for the draft agenda; ensures all agenda items have the necessary documentation, reports, and/or funding sources; contacts various departments/staff to verify incomplete/inaccurate information and ensure compliance with policies, procedures, and ordinances; prepares summaries of agenda items ('captions') for Executive Review Meetings so all pertinent information is available when making decisions; creates captions for walk-on requests of Executive Sponsored items for the draft agenda; finalizes Executive Sponsored items; approves submissions (for BOC and Executive Sponsored Items) through the queue process into the agenda management system; distributes final County Executive Sponsored Items to appropriate parties via email.

15% +/- 5%

- Supervises and directs the work of 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%

- Coordinates with various County departments and staff to ensure all submissions, documentation, and requests are processed within required timeframes according to required procedures; trains buyers and department staff on how to navigate and submit items on the agenda management software system; trains staff on the proper procedures; answers staff questions about the system or process.

5% +/- 2%

- Assists with setup of Board of Control and Executive Review Meetings; connects computer with screens to project BOC agenda; tests screens to check that cameras and sound system are ready for live transmission of BOC meeting; starts/stops the recording and live transmission of the BOC meeting; sets-up and handles the timer for public comments; records attendance, presenters, and votes taken on BOC agenda items; takes notes on questions asked regarding BOC agenda items; records changes to BOC agenda including final board approval votes, OnBase document handle numbers, and items for signature.

5% +/- 2%

- Completes duties of Board of Control Coordinator in his/her absence; creates draft BOC agenda for Executive Review meeting; transcribes minutes from the previous BOC meeting; distributes Council questions and answers regarding BOC agenda; prepares copies of agenda and related questions/answers for distribution to board members; attends BOC meetings to take attendance and read captions into the record.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings to facilitate process improvement; monitors supply inventory and orders office supplies; coordinates and oversees office maintenance requests, repairs, and office equipment servicing; coordinates record requests; develops, proposes, and implements new operations, systems, reports, policies and/or procedures in coordination with department leadership.

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

- Associate degree in business administration, management, or related field with one (1) year of administrative experience; or **any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma	3 years
Associate degree	1 year
Bachelor's degree	No experience necessary
Related master's/doctoral degree	No experience necessary

*Related work experience:* contract administration, contract compliance, accounting, fiscal, business administration, project management, purchasing, invoicing, or general office 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 telephone, computer, and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), PDF software (Nitro Pro) spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), agenda management software (OnBase), and database software (Infor Lawson, Matrix).

### Supervisory Responsibilities

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

### Mathematical Ability

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

## **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including public records requests, letters, memoranda, contracts, contract covers, legal agreements, addendums, grant agreements, permits, grant awards, submissions for BOC/Council meetings, loans, leases, purchase orders, billing invoices, bid tabulation sheets, meeting minutes, agendas, County Council legislation, order slips, timesheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Purchasing Procurement Checklists and Purchasing Procedures, Ohio Administrative Code, Ohio Revised Code, and Cuyahoga County's Contracting and Purchasing Procedures Code.
- Ability to prepare employee performance evaluations, purchase order list, contract lists, Executive's Sponsored Item summaries and agenda, Board of Control Agenda, approved County Council Agenda items, agenda grids, cover packets, meeting notices, meeting minutes, reports, spreadsheets, letters, memoranda, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language related to contracts and Board of Control procedures.
- Ability to communicate effectively with supervisor, employees, co-workers, the County Executive and staff, department directors, managers, Clerk of Council, Council members, Department of Law, buyers, 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
18072	Engineer 1	Public Works	Exempt	8A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Exempt	9A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, class function, and language and formatting. A minimum qualifications equivalency table was added. No change to FLSA status. Pay grade increased from 8A to 9A.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 8A: \$56,888.00 - \$79,622.40 PG 9A: \$60,174.40 - \$84,198.40 Current incumbents fall within range of new pay grade. TBD by Human Resources.
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Darwin Merdes, Area Construction Engineer; Laura Webber, Section Chief Engineering; and Andrew Kustec, Engineer 4	8/28/2025	Email	Sent drafted specification
Nichole English, Administrator Planning & Program	12/12/2025	Email	Asked for update on drafts
	12/22/2025	Email	Asked for update
	1/21/2026	Email	Final reminder
Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 1	<b>Class Number:</b>	18072
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to perform technical assignments to assist in the development or completion of engineering projects within the Public Works Department. The incumbent works in one of the Public Works sections (e.g., construction, sanitary, bridge design, bridge maintenance and inspection, highway design, facilities, and planning ).

## Distinguishing Characteristics

This is an entry-level professional classification that works under direct supervision of a higher level engineer and/or Chief Section Engineer while gaining engineering experience. The employees in this class work under a framework of routine work methods and procedures and with increasing independence as work experience is gained.

## 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%
  - Assist higher level engineers with the development of plans for engineering projects; utilizes Computer Aided Design (CAD) software to draft engineering plans; sketches changes that have been made to project plans during implementation; evaluates the quality and accuracy of project plans upon completion of engineering project; creates estimates of project costs or estimates of project costs using a historical database; assists with the coordination of public and private utility relocations.
- 30% +/- 10%
  - Assist higher-level engineers by collecting field measurements, samples, or photographs for engineering projects; photographs work site for plan creation or work logs; enters field measurements and observations into a project report; collects testing reports and provides to higher-level engineers; inspects materials and workmanship for conformance with project plans and specifications.
- 15% +/- 5%
  - Assist higher-level engineers by obtaining or completing the necessary documentation or reporting for engineering projects; collects records of previous projects; records, evaluates, and rates the condition of structures; observes and evaluates work associated with construction projects; provides reports of work done on a project; drafts change orders and contract amendments for projects; informs and provides updates to the public regarding plan development or construction progress.
- 15% +/- 5%
  - Performs technical engineering calculations and statistical analyses; calculates the quantities of materials needed for projects; utilizes engineering principles for designing project plans such as geometrics, hydraulics, statics, etc.

## Engineer 1

10% +/- 5%

- Attends various meetings, trainings, and conferences; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; stays abreast of current trends in civil engineering.

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

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology from an EAC or ETAC ABET-accredited institution; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED or unrelated degree of any level	Screened out
Related associate degree	2 years
Related bachelor's degree or higher	0 years

*Related degree fields:* any engineering, engineering technology, or construction management field

*Related work experience:* civil or construction engineering experience, engineering projects, CAD, bridge inspection

- 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 computers and multi-function printer.

#### Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD), communication software (Bluebeam Revu), database management software (Microsoft Access), email software (Microsoft Outlook), geographic information system (GIS) software, spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### Supervisory Responsibilities

- Ability to coordinate the work of other employees or contract personnel and to maintain standards.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

#### Language Ability & Interpersonal Communication

## Engineer 1

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of information documents including engineering plans, construction schedules, cost estimates, project amendments, maps (e.g., GIS, sewer, power lines), testing reports, work reports, contracts, consultant reports, field sketches, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Manual of Bridge Inspection and Inventory, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, "as-built" utility plans, GIS maps, inspection reports, project review letters, CAD drawings, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, residents, engineers, departmental employees and administrators, and the general public.

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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.*

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	10A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, class function, additional qualifications, and language and formatting. A minimum qualifications equivalency table was added. No change to FLSA status. Pay grade increased from 10A to 11A.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 10A: \$63,481.60 - \$88,816.00 PG 11A: \$66,726.40 - \$93,412.80 Current incumbents fall within range of new pay grade. TBD by Human Resources.
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Darwin Merdes, Area Construction Engineer	8/28/2025	Email	Sent drafted specification
Nichole English, Administrator Planning & Program	12/12/2025 12/22/2025 1/21/2026	Email Email Email	Asked for update on drafts Asked for update Final reminder
Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 2	<b>Class Number:</b>	18073
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to perform technical assignments to assist in the development or completion of engineering projects within the Public Works Department. The incumbent works in one of the Public Works sections (e.g., construction, sanitary, bridge design, bridge maintenance and inspection, highway design, facilities, and planning).

## Distinguishing Characteristics

This is a journey-level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a higher level engineer and/or Chief Section Engineer. This class is distinguished from Engineer 1 in that the latter has less work experience, fewer credentials, and works under a greater degree of supervision.

## 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%
  - Assists with the design and development of basic to complex engineering plans, technical specifications, and cost estimates for assigned projects; assists higher level engineers with writing, evaluating, and analyzing specifications, engineering procedures, and techniques to ensure compliance with guidelines and regulations; performs basic review of plans and specifications for engineering projects; prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares and submits environmental applications with appropriate planning authorities and confirms permits obtained; conducts research to obtain needed project information; prepares documents needed for various projects.;
- 35% +/- 10%
  - Under supervision of a higher level engineer, inspects various phases of construction to ensure that the project's workmanship and materials comply with contractual plans and specifications; inspects and tests construction materials for; documents observations of technical work done for engineering projects; provides reports of work done on a project and provides necessary documentation as directed; approves additional project tasks; drafts amended contracts and drafts project pay estimates.
- 15% +/- 5%
  - Performs statistical work involving data from various engineering projects; researches and analyzes technical information; performs engineering calculations, drafts technical reports, applies engineering principles to produce reports, plans, and drawings; reviews the computation of engineering calculations for various projects as developed by others to detect potential problems and determine potential solutions; records, evaluates and rates the condition of structures; records, itemizes and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists.

15% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; communicates via phone, email, or in-person with project team members, other departments, contractors, utility companies, businesses, and residents affected by Public Works projects to provide updates and information; attends trainings and conferences to stay abreast of current trends in civil engineering.

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

- Bachelor’s degree in civil engineering or civil/construction engineering technology from an EAC or ETAC ABET-accredited institution with two (2) years of related experience; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED or unrelated degree of any level	Screened out
Related associate degree	4 years
Related bachelor’s degree	2 years
Related masters/doctorate degree	1 years

*Related degree fields:* any engineering or engineering technology or construction management field

*Related work experience:* civil or construction engineering experience, engineering projects, CAD, bridge inspection

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

**Additional Requirements**

- An Engineer Intern (EI) certification from the State of Ohio is required. If the EI certification is issued by a state other than Ohio, then an EI certification must be obtained 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 multi-function printer.

**Technology Requirements**

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), engineering design software (WSPRO, HEC-RAS, STAAD.Pro, PS Beam, OpenFlows), construction management software (APPIA), communication software (Bluebeam Revu), database management software Microsoft\_Access), email software (Microsoft Outlook), geographic information system (GIS) software, spreadsheet software (Microsoft-Excel), word processing software (Microsoft-Word).

### **Supervisory Responsibilities**

- Ability to coordinate the work of other employees or contract personnel and to maintain standards.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including design plans, construction schedules, cost estimates, project amendments, maps (e.g., GIS, sewer, power lines), testing reports, work reports, contracts, project materials, daily reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Manual of Bridge Inspection and Inventory, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, "as-built" utility plans, GIS maps, request for qualifications, amended agreements, close-out documents, meeting agendas, cost sheets, 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 engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, residents, engineers, departmental employees and administrators, and the general public.

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18074	Engineer 3	Public Works	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18074	Engineer 3	Public Works	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, class function, additional qualifications, and language and formatting. A minimum qualifications equivalency table was added. No change to FLSA status or pay grade.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Darwin Merdes, Area Construction Engineer	8/28/2025	Email	Sent drafted specification
Nichole English, Administrator Planning & Program	12/12/2025	Email	Asked for update on drafts
	12/22/2025	Email	Asked for update
	1/21/2026	Email	Final reminder
Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 3	<b>Class Number:</b>	18074
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, and review assigned engineering projects. The incumbent works within one of the Public Works Department sections (e.g., construction, sanitary, bridge design, bridge maintenance and inspection, highway design, facilities, and planning).

## Distinguishing Characteristics

This is a professional supervisory classification with responsibility to supervise small-to-medium scale projects and assigned personnel, including the responsibility to assign, review, evaluate, and approve the work of lower-level engineers, as assigned by project requirements. The employee is expected to provide and design solutions to identify concerns. The employees in this classification are expected to make decisions independently but consult with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer 2 in that this position requires a Professional Engineer designation with the State of Ohio, requires more experience, and is supervisory.

## 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%

- Plans, performs, coordinates work, and reviews work on engineering projects; applies engineering principles and criteria for project design; performs structural, hydrological, and other engineering calculations for engineering projects; prepares cost estimates and contract documents; prepares bid packages; advertises projects for sale; drafts and prepares plans for engineering projects; drafts change orders and amendments for projects; reviews new plans in various stages of design for any discrepancies; reviews inspection reports, plan submittals, progress schedules, shop drawings, and daily diary reports; makes recommendations for work orders; coordinates projects with utilities companies as needed; reviews and recommends consultant proposals and invoices for acceptance; coordinates federal, state, and municipal funding for projects as needed; performs traffic analysis and projections for projects.

30% +/- 10%

- Supervises and directs the work of lower level engineers 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; 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.

## Engineer 3

20% +/- 10%

- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; inspects, evaluates, rates, reports and analyzes the condition and ongoing maintenance needs of County assets; coordinates quality control expectations; ; prepares and reviews reports, correspondence, and records for submission; maintains project files; keeps track of materials , material acceptance, and proper material certifications to maintain project files in accordance with record keeping requirements

10% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; communicates via phone, email, or in-person with project team members, other departments, contractors, utility companies, businesses, and residents affected by Public Works projects to provide updates and information; attends trainings and conferences to stay abreast of current trends in civil engineering..

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

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology from an EAC or ETAC ABET-accredited institution with a minimum of five (5) years of related engineering experience; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED or unrelated degree of any level	Screened out
Related associate degree	7 years
Related bachelor's degree	5 years
Related masters/doctorate degree	3 years

*Related degree fields:* any engineering or engineering technology or construction management field

*Related work experience:* civil or construction engineering experience, engineering projects, CAD, bridge inspection

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

### Additional Requirements

- A Professional Engineer (PE) license is required. If the PE license is issued by a state other than Ohio, then an Ohio PE license must be obtained 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 computers and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), engineering design software (WSPRO, HEC-RAS, STAAD.Pro, PS Beam, OpenFlows), construction management software (APPIA), communication software

## Engineer 3

(Bluebeam Revu), database management software (Microsoft Access), email software (Microsoft Outlook), geographic information system (GIS) software, spreadsheet software (Microsoft Excel), word processing software (Microsoft Word).

### **Supervisory Responsibilities**

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including design plans, construction schedules, consultant proposals, cost estimates, material submittals, project amendments, maps, inspection reports, testing reports, work reports, contracts, material testing reports, project amendments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Manual of Bridge Inspection and Inventory, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, memos, correspondence, work orders, reports, design plans, construction diaries, inventory sheets, drawings, bid documents, sketches, inspection reports, draft estimates, amended agreements, 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 and related legal terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, residents, engineers, departmental employees and administrators, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18075	Engineer 4	Public Works	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18075	Engineer 4	Public Works	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, class function, distinguishing characteristics, minimum qualifications, supervisory status, and language and formatting. A minimum qualifications equivalency table was added. No change to FLSA status or pay grade.
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<b>No. of Employees Affected:</b>	Sixteen (16)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Laura Webber, Christopher George, Byron Sah, Jim Hazimihalis, Eric Mack: Section Chief, Engineering Ryan Maver, Area Construction Engineer	8/28/2025	Email	Sent drafted specification
Nichole English, Administrator Planning & Program	12/12/2025 12/22/2025 1/21/2026	Email Email Email	Asked for update on drafts Asked for update Final reminder
Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 4	<b>Class Number:</b>	18075
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, review, and provide support to large complex engineering projects as assigned. The incumbent works within one of the Public Works Department sections (e.g., construction, sanitary, bridge design, bridge maintenance and inspection, highway design, facilities, and planning).

## Distinguishing Characteristics

This is a senior-level professional supervisory classification with responsibility for supervising large-scale projects and assigned personnel, including the responsibility to assign, review, evaluate, and approve the work of lower-level engineers, as assigned per project requirements. As a supervisor, the incumbent identifies and remediates barriers to successful performance including allocating additional capital resources and/or training and professional development, up to and including the level of discipline. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts, and practices of engineering, but consults with the Principal Design Engineer and/or Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the Engineer 3 that this position is required to lead multi-sectional teams, and coordinate engineering/technical activities.

## 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%

- Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex engineering calculations for engineering plans; prepares cost estimates and contract documents; performs calculations and prepares sketches for engineering projects; reviews survey reports, drawings, maps, blueprints, photos, and other geological or topographical data for projects; reviews the work of consultants and engineers for conformance with standards and accepted practice; performs budget preparation and/or long-range planning; reviews invoices, proposals, and Requests for Information (RFIs) from consultants and contractors; reviews contractor project schedules; assist in development of section policy.

30% +/- 10%

- Supervises and directs the work of lower level engineers 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; 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

## Engineer 4

20% +/- 10%

- Collects and processes data for technical analysis and report preparation; performs routine studies and reports related to the planning for infrastructure management and improvements.

10% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; communicates via phone, email, or in-person with project team members, other departments, contractors, utility companies, businesses, and residents affected by Public Works projects to provide updates and information; attends trainings and conferences to stay abreast of current trends in civil engineering..

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

- Bachelor's degree in civil engineering or civil/Construction Engineering Technology from an EAC or ETAC ABET-accredited institution with a minimum of eight (8) years of related engineering experience
- **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated degree of any level	Screened out
Related associate degree	10 years
Related bachelor's degree	8 years
Related master's/doctoral degree	7 years

*Related degree fields:* any engineering, engineering technology, or construction management field

*Related work experience:* civil or construction engineering experience, engineering projects, CAD, bridge inspection

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

### Additional Requirements

- A Professional Engineer (PE) license is required. If the PE license is issued by a state other than Ohio, then an Ohio PE license must be obtained 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 computers and a multifunction printer.
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#### Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), engineering design software (WSPRO, HEC-RAS, STAAD.Pro, PS Beam, OpenFlows), construction management software (APPIA) and communication software

## Engineer 4

(Bluebeam Revu), database management software (Microsoft Access), email software (Microsoft Outlook), geographic information system (GIS) software, spreadsheet software (Microsoft Excel), word processing software (Microsoft Word).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including invoices, design plans, construction schedules, cost estimates, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, invoices, project schedules, daily reports, RFIs, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Manual of Bridge Inspection and Inventory, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, contracts, plans, inventory sheets, estimates, drawings, bid documents, sketches, field observation reports, change orders, cost estimates, 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, and related legal terminology and language.
- Ability to communicate with supervisor, staff, engineers, other agencies, consultants, departmental employees, vendors, and the general public.

Engineer 4

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18076</b>	<b>Area Construction Engineer</b>	<b>Public Works</b>	<b>Exempt</b>	<b>16A</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18076</b>	<b>Principal Construction Engineer</b>	<b>Public Works</b>	<b>Exempt</b>	<b>16A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, minimum qualifications, and language and formatting. A minimum qualifications equivalency table was added. Design duties were removed and a new position was created – Principal Design Engineer. No change to FLSA status or pay grade.
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Laura Weber and Michael Tworzydlo: Section Chief, Engineering	12/12/2025  12/29/2025  1/16/2026	Email  Email  Email	Sent drafted specification  Reminder  Answer question
Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Principal Construction Engineer	<b>Class Number:</b>	18076
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to interpret, organize, execute, to staff, oversee various roadway, bridge, and sanitary construction projects, and coordinate assignments in the Construction or the Bridge/Road Maintenance division.

## Distinguishing Characteristics

This is a professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for oversight of multiple construction and/or maintenance teams while the latter is responsible for the Construction Division and/or Bridge Maintenance Section of the Public Works Office. This class is different from the Principal Design Engineer where the latter coordinates the work of individuals with an engineering design skillset versus construction and maintenance.

## 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.**

- 20% +/- 10%
  - Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff, and the contractor; reviews and approves amendments to construction plans; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications; reviews project inspection reports.
- 20% +/- 10%
  - Supervises and directs the work of lower-level Engineers, Supervisors, Project Inspectors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge
- 20% +/- 10%
  - Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects; reviews bids/proposals for both repair and rehab contracts.

## Principal Construction Engineer

20% +/- 10%

- Oversees field activities while working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.

15% +/- 5%

- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

5% +/- 2%

- Assumes duties of the Chief Section Engineer in his/her absence.

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

- Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC or ETAC ABET-accredited institution with a minimum of ten (10) years of related engineering experience in highway, bridge and/or sanitary work; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High School Diploma/GED or unrelated degree of any level	Screened out
Related associate degree	12 years
Related bachelor's degree	10 years
Related master's/doctorate degree	8 years

*Related degree fields:* any engineering, engineering technology or construction management field

*Related work experience:* any civil or construction engineering (e.g. road, bridges, sanitary or water).

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

### Additional Requirements

- A Professional Engineer (PE) license is required. If the PE license is issued by a State other than Ohio, then an Ohio PE license must be obtained 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 a computer, multifunction printer, and engineer's scales and measuring tools.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers), and engineer scales.

## Principal Construction Engineer

### **Technology Requirements**

- Ability to operate a variety of software and databases including construction management software (APPIA) and communication software (Bluebeam Revu), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- 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 utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend contractor submittals, invoices, plans, construction schedules, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, legal descriptions, pay estimates, time sheets, mileage reports, construction plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, 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 engineering, construction, and related legal terminology and language.
- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

## Principal Construction Engineer

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18077	Section Chief, Engineering	Public Works	Exempt	17A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18151	Section Chief, Engineering	Public Works	Exempt	17A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, minimum qualifications, and language and formatting. A minimum qualifications equivalency table was added. No change to FLSA status or pay grade.
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<b>No. of Employees Affected:</b>	Six (6)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Thomas Sotak, Deputy Chief Engineering  Nichole English, Administrator Planning & Program	1/16/2026	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	1/26/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Section Chief, Engineering	<b>Class Number:</b>	18151
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office (e.g., construction, sanitary, bridge design, highway design, planning, and programming). The incumbent also provides highly responsible administrative support to the Chief Deputy Engineer and Administrators.

## Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and controlling a design, planning or construction section of Public Works under general direction, including developing section policies and procedures, participating in capital planning and budgeting activities, and overseeing a section's project portfolio through completion. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to meet, consult, and collaborate with the Chief Deputy Engineer and Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. 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.**

- 40% +/- 10%
  - Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer and Administrators, directs projects, programs, objectives, policies, procedures, and staffing plans; participates in the selection and directs the work of engineering consultants; designs and approves plans; develops funding strategies for projects; advises Administrators and Director on policy and project status; performs the work of lower level engineers when short-staffed; produces planning level estimates of construction and project costs for proposed highway and roadway improvements.

- 25% +/- 10%
  - Supervises and directs the work of an assigned section in Public Works and other assigned staff such as lower-level engineers, Project Managers, and Principal Design and Construction Engineers; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

## Section Chief, Engineering

- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects;; inspects field projects under construction; develops solutions to project problems; attends project progress meetings and provides technical support.

10% +/- 5%

- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and participates in professional group meetings, conferences, seminars, and training; coordinates with and provides information to other public agencies; stays abreast of current industry practices and engineering standards.

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

- A Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC or ETAC ABET-accredited institution or a related field desirable with ten (10) years previous experience, including one (1) year of supervisory or engineering project management experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
High School Diploma or any unrelated degree	Screened out
Related/unrelated associate degree	Screened out
Related bachelor's degree	10 years
Related/unrelated master's/doctorate degree	8 years

*Related degree fields:* any engineering, engineering technology, or construction management field.

*Related work experience:* any civil engineering related to highway or bridge design.

\*All education levels require one (1) year of supervisory or engineering project manager experience.

- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

### Additional Requirements

- Must obtain a Professional Engineer (PE) license from the state of Ohio within 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 a computer and multifunction printer.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

#### Technology Requirements

## Section Chief, Engineering

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), engineering design software (WSPRO, HEC-RAS, STAAD.Pro, PS Beam, OpenFlows), construction management and communication software (APPIA, BlueBeam), database management software (Microsoft Access), email software (Microsoft Outlook), geographic information system (GIS) software, spreadsheet software (Microsoft Excel), word processing software (Microsoft Word).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including invoices, project plans, construction schedules, timesheets, leave requests, material submittals, project and contract amendments, inspection reports, testing reports, work reports, contracts, drafted correspondence, plan drawings, work orders, costing sheets, consultant proposals, bid packages, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, AISC steel design guidelines, ACI reinforced concrete design standards, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, project plans, estimates, requests for proposal, construction cost estimates, 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.

## Section Chief, Engineering

- Ability to use and interpret engineering, related legal, construction, and accounting terminology and language.
- Ability to communicate effectively with staff, directors of other sections, consultants, vendors, departmental employees, administrators, mayors, councils and other officials outside of Cuyahoga County.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11132	Senior Staff Auditor	Internal Audit	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11132	Senior Staff Auditor	Internal Audit	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2022. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Internal Audit
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<b>Fiscal Impact:</b>	None – no change to pay grade
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Joshua Ault - Manager, Internal Audit	4/9/2026  4/14/2026 4/27/2026	Email  Email Email	Review of Class Spec Draft Confirmation of edits Notification of Pay Grade
Jim Battigaglia, Archer Consultant	4/14/2026	Email	Request for Pay Grade Recommendation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	4/27/2026	Email	Notification of Pay Grade

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Staff Auditor	<b>Class Number:</b>	11132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Internal Audit		

## Classification Function

The purpose of this classification is to plan, oversee, and conduct audits on County departments as well as serve as a lead worker for lower-level staff auditors.

## Distinguishing Characteristics

This is a journey level classification with responsibility for planning, performing, and overseeing timely and accurate risk assessments and a variety of audit types including financial, IT, operational, compliance and performance audits. Responsibilities typically include evaluating internal controls, operational effectiveness, and compliance with applicable laws, regulations, contracts, and organizational policies and procedures, as well as supporting fraud investigations. This class works under direction from the Internal Audit Manager and within a framework of established regulations, policies, and procedures and will receive instruction or assistance only as unusual situations arise. The Senior Staff Auditor is expected to exercise independent judgment and initiative in performing work. This position differs from the Staff Auditor in that it completes the more complex work of the unit, reviews work of the Staff Auditor, and acts as lead on audits.

## 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%

- Plans, oversees, and conducts control, substantive, and compliance audit testing of specified financial and operational areas using acceptable audit techniques; gathers financial and operational data to develop audit planning activities and conduct audits; conducts meetings, interviews, and employee observations to gain information about auditee operations, processes, and procedures; develops narratives detailing auditee processes; collects and reviews auditee operational documentation; conducts research on auditee, previous audits, and industry background information; develops audit procedures and program; develops attributes, spread sheets, and workpapers to be used in testing procedures and documentation; reviews relevant documents and audit evidence to test with the drafted attributes; analyzes test results and noted deficiencies to develop and write findings and recommendations; identifies and stores proper audit evidence and workpapers in an audit software; communicates with audit clients to gather information, report findings, and review management responses; prepares standard audit planning workpapers.

20% +/- 10%

- Drafts audit findings and recommendations based on testing results using the proper templates and standardized format; prepares reports of noncompliance or weakness; submits findings and recommendations in an audit management software for review and comment by Internal Audit Manager; communicates results of internal audit to the auditee, Audit Committee, Council, County Executive, and the public.

15% +/- 5%

- Serves as a lead worker for the Staff Auditors; assigns, coordinates, and reviews Staff Auditors' work; answers Staff Auditors' questions and provides assistance as necessary; provides quality control of

## Senior Staff Auditor

Staff Auditor's work; drafts and administers training materials; oversees audit hours to help Staff Auditors stay within budget.

10% +/- 5%

- Conducts and reviews annual risk assessments of auditable units of the County to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations; gathers information for risk assessments through questionnaires and interviews; scores the interviews and/or completed risk assessments to determine a risk rating; records risk ratings into an auditing management software; creates comprehensive risk rankings and drafts the relative report.

10% +/- 5%

- Assists Audit Manager with planning audits in accordance with the Annual Audit Plan; participates in team planning meetings; determines audit timelines; discusses status of assigned audits and issues noted during the audit; determines preliminary objectives, potential obstacles, and any new risks; writes new audit procedures to be performed during the audit; participates in the completion of internal projects to improve documentation, performance measures, standards, and transparency; creates and maintains various tracking spreadsheets; keeps up to date on industry trends and leading best practices by participating in continuing education.

5% +/- 2%

- Monitors management action plans (MAPs) for auditees to ensure implementation of recommendations based on findings from previous audits; communicates with auditees about MAP implementation status; ensures all assigned MAPs are reviewed timely and have been tested and documented.

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

- Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with three (3) years previous experience in accounting, auditing, or a related field; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
HS diploma/GED	5 years
Unrelated associate degree	5 years
Related associate degree	3 years
Unrelated bachelor's degree	3 years
Bachelor's degree	1 year
Unrelated master's/doctorate degree	1 year
Related master's/doctorate degree	0 years

*Related degree fields:* economics

*Related work experience:* data analysis, IT security, financial management, financial analysis

### Additional Requirements

- Certification commensurate with knowledge of audit practices and/or fraud assessment (Certified Internal Auditor, Certified Fraud Examiner, Certified Information System Auditor, Certified Government Auditing Professional, Certified Global Management Accountant, Certified Bank Auditor, or Certified Public Accountant) or the obtainment of such within one year of employment is required.

Senior Staff Auditor

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

### **Physical Requirements**

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

### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), audit management software (TeamMate+), data analytic software (IDEA), and enterprise resource planning software (Lawson).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, 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 raw data from IT, risk assessment questionnaires, support documentation for audits, audit workpapers, audit schedules, financial system reports (Lawson), trial reports, bank statements, contracts, cash financial statements, grants, Annual Comprehensive Financial Reports (ACFR), vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Global Standards, Auditor of State website, County Charter, Ohio Revised Code, Employee Handbook, Code of Federal Regulations, Internal Charter, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations, audit reports, engagement letters, tracking reports, control condition forms, quality assurance internal assessment form, Annual Risk Assessment Report, correspondence, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Senior Staff Auditor

- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to upper-level management.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, auditing, and related legal terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15092	Senior Superintendent, Facilities	Public Works	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15092	Senior Superintendent, Facilities	Public Works	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, physical abilities, and language and formatting. A minimum qualifications equivalency table and technology section were added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Daniel Paul, Administrator Facilities Maintenance	12/11/2024	Email	Sent drafted specification
	12/30/2024	Email	Reminder
	3/6/2025	Email	Ask question
	3/20/2025	Email	Follow up
	4/21/2025	Email	Follow up
Jim Battigaglia, Archer Consultant	5/14/2025	Email	Follow up
	1/13/2025	Email	Pay grade evaluation
	3/5/2025	Email	Ask question
	8/1/2025	Email	Reevaluation
	8/22/2025	Email	Follow up

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Superintendent, Facilities	<b>Class Number:</b>	15092
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise the custodial and landscaping staff or the construction and building trades staff, as well as outside contractors.

## Distinguishing Characteristics

This is a senior management classification with responsibility for supervising the custodial and landscaping staff, or the building trades and construction staff, and other assigned employees for the purpose of maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. This class is distinguished from the Superintendent, Facilities position in that the Senior Superintendent oversees the work of the lower level, coordinates contracted work, and is responsible for a larger staff.

## Essential Job Functions

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

- 35% +/- 10%

• Manages, plans, and coordinates custodial and landscaping maintenance or trades maintenance and in-house construction projects in multiple County owned and leased buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance or construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning or maintenance; inspects facilities for mechanical operating systems; prepares and monitors budgets for trades or custodial projects; inspects work; oversees building inspections (e.g., fire, elevator, safety) and maintains records; places orders for various janitorial supplies; reviews monthly order forms; inspects and maintains snow removal equipment; responds to leaks, odors, noises, and lockouts.
- 35% +/- 10%

• Supervises and directs the work of the custodial and landscaping staff, the trades and construction staff, and other assigned staff; 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 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.
- 20% +/- 10%

• Coordinates all contracted services relating to trades maintenance or custodial and landscaping maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects

## Senior Superintendent, Facilities

contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements; places orders for chemicals, janitorial supplies, gloves, paper products, and trash liners for Public Works facilities; reviews month supply order forms. .

10% +/- 5%

- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

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

- High school diploma or equivalent and twelve (12) years of construction or maintenance experience including five (5) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
HS diploma/GED	12 years
Unrelated associate degree	11 years
Related associate degree	10 years
Unrelated Bachelor's degree	9 years
Bachelor's degree	8 years
Unrelated graduate degree	7 years
Related graduate degree	6 years

\*Three (3) years of supervisory experience is required for each education level

*Related degree fields:* construction management, civil engineering, project management

*Related work experience:* construction project management, building maintenance, residential or industrial construction

- **Additional Requirements**

- Must obtain and maintain Asbestos, Occupational Health and Safety Administration (OSHA) 10, Americans with Disabilities Act Accessibility Guidelines (ADAAG), Lead and Silica awareness training, and Blood Borne Pathogen training certification within three (3) months of hire date.
- Must obtain and maintain National Fire Protection Association (NFPA) life Safety Code, or Ohio Fire Code training certification 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 a computer and multifunction printer.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, fluke meter, light meter, and plumber's tools.

#### Technology Requirements

## Senior Superintendent, Facilities

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and data entry software (Microsoft 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 and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use principles of algebra and geometry.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, payroll documents, employee leave requests, discipline reports, mechanical drawings, electrical diagrams, material estimates, fire inspection reports, blueprints, technical study reports, performance evaluation forms, repair slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, city building codes, Ohio fire code, equipment handbooks and operating manuals, elevator inspection report, architectural drawings, OSHA guidelines, and the Employee Handbook.
- Ability to prepare payroll documents and reports, work orders, maintenance and construction reports, graphs, monthly reports, equipment inventory, employee incident reports, accident forms, correspondence, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret electrical, architectural, and mechanical terminology and language.
- Ability to communicate with supervisor, County employees, contractors, vendors, state inspectors, and the general public.

Senior Superintendent, Facilities

**Environmental Adaptability**

- Work is typically performed in an office and shop environment.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

*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
11131	Staff Auditor	Internal Audit	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11131	Staff Auditor	Internal Audit	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2022. Updates were made to the distinguishing characteristics, essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Internal Audit
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<b>Fiscal Impact:</b>	None – no change to pay grade
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Joshua Ault - Manager, Internal Audit	3/30/2026	Email	Review of Class Spec Draft
	4/1/2026	Email	Response to Edits on Class Spec
	4/3/2026	Email	Confirmation of edits
	4/27/2026	Email	Notification of Pay Grade
Jim Battigaglia, Archer Consultant	4/3/2026	Email	Request for Pay Grade Recommendation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	4/27/2026	Email	Notification of Pay Grade

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Staff Auditor	<b>Class Number:</b>	11131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Internal Audit		

## Classification Function

The purpose of this classification is to assist in the planning and performance of auditing assignments and risk assessments of selected County departments.

## Distinguishing Characteristics

This is an entry level classification with responsibility for planning and performing timely and accurate risk assessments and a variety of audit types including financial, IT, operational, compliance and performance audits. Responsibilities typically include evaluating internal controls, operational effectiveness, and compliance with applicable laws, regulations, contracts, and organizational policies and procedures, as well as supporting fraud investigations. This class works under general supervision from the Internal Audit Manager and/or Senior Staff Auditor but with increasing independence as work experience is gained. The employee works within a framework of established regulations, policies, procedures, and is expected to use professional judgment in performing work.

## Essential Job Functions

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

60% +/- 10%

- Conducts control, substantive, and compliance audit testing of specified financial and operational areas using acceptable audit techniques; gathers financial and operational data to develop audit planning activities and conduct audits; conducts meetings, interviews, and employee observations to gain information about auditee operations, processes, and procedures; develops narratives detailing auditee processes; collects and reviews auditee operational documentation; conducts research on auditee, previous audits, and industry background information; assists with developing audit procedures/program; develops attributes, spread sheets, and workpapers to be used in testing procedures and documentation; reviews relevant documents and audit evidence to test with the drafted attributes; analyzes test results and noted deficiencies to develop and write findings and recommendations; identifies and stores proper audit evidence and workpapers in an audit management software; communicates with audit clients to gather information, report findings, and review management responses; assists and reviews work of other Staff Auditors related to audit testing; assists in preparing standard audit planning workpapers; monitors hours spent on each audit project.

15% +/- 5%

- Drafts preliminary audit findings and recommendations based on testing results using the proper templates and standardized format; submits findings and recommendations in an audit management software for review and comment by Internal Audit Manager; assists Manager and Director with drafting audit reports; communicates results of internal audit to the auditee, Audit Committee, Council, County Executive, and the public.

15% +/- 5%

- Assists Audit Manager and/or Senior Staff Auditor with planning audits in accordance with the Annual Audit Plan; participates in team planning meetings; discusses status of assigned audit work and

## Staff Auditor

projection for completion; determines preliminary objectives, potential obstacles, and any new risks; assists in the completion of internal projects to improve documentation, performance measures, standards, and transparency; creates and maintains various tracking spreadsheets; keeps up to date on industry trends and leading best practices by participating in continuing education.

5% +/- 2%

- Conducts risk assessments of auditable units of the County to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations; gathers information for risk assessments through questionnaires and interviews; scores the interviews and/or completed risk assessments to determine a risk rating; records risk ratings into audit management software; creates comprehensive risk rankings.

5% +/- 2%

- Monitors management action plans (MAPs) for auditees to ensure implementation of recommendations based on findings from previous audits; communicates with auditees about MAP implementation status; ensures all assigned MAPs are reviewed timely and have been tested and documented.

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

- Bachelor's degree in accounting, finance, business administration, public administration, information systems, analytics, or a related field with one (1) year of previous experience in accounting, auditing, or a related field; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
HS diploma/GED	5 years
Unrelated associate degree	5 years
Related associate degree	3 years
Unrelated bachelor's degree	3 years
Bachelor's degree	1 year
Unrelated master's/doctorate degree	1 year
Related master's/doctorate degree	0 years

*Related degree fields:* economics

*Related work experience:* data analysis, IT security, financial management, financial analysis

*Related certifications:* A Certified Public Accountant (CPA) certification or a Certified Internal Auditor (CIA) certification may substitute for one year of experience.

### Additional Requirements

- No additional licenses or certifications required.

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

#### Physical Requirements

## Staff Auditor

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

### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), audit management software (TeamMate+), data analytic software (IDEA), and enterprise resource planning software (Lawson).

### **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 evaluate, audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, audit evidence, financial system reports (i.e. Lawson), trial reports, bank statements, contracts, cash financial statements, grants, Annual Comprehensive Financial Reports (ACFR), vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Global Standards, Auditor of State website, County Charter, Government Accounting Standards Board (GASB) guidelines, Ohio Revised Code, Employee Handbook, Code of Federal Regulations, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, test workpapers, audit programs, spreadsheets, audit findings, audit reports and recommendations, engagement letters, tracking documents, and 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, auditing, and related legal terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Staff Auditor

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15091	Superintendent, Facilities	Public Works	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15091	Superintendent, Facilities	Public Works	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, physical abilities, and language and formatting. A minimum qualifications equivalency table and technology section were added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Daniel Paul, Administrator	12/11/2024	Email	Sent drafted specification
Facilities Maintenance	12/30/2024	Email	Reminder
Jim Battigaglia, Archer Consultant	1/13/2025	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Superintendent, Facilities	<b>Class Number:</b>	15091
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance, repairs, and in-house construction projects in all County owned buildings.

## Distinguishing Characteristics

This is a management level classification with responsibility for overseeing maintenance, repairs, and operations of all County owned buildings. This position promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage large departments and supervise supervisors. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. Employees receive direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position is considered essential and remains on-call 24 hours a day and during holidays, weekends, and County closures.

## Essential Job Functions

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

- 40% +/- 10%
  - Manages, plans, and coordinates maintenance and in-house construction projects in all County owned buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County office(s); prepares and monitors budgets for in-house construction projects; prepares estimates for in-house projects; conducts project management inspections; conducts facilities maintenance inspections; leads project planning and project estimating; assesses space needs for the county; conducts facilities assessment; conducts space maintenance charge backs based on assessments and investigations; coordinates departmental moves.
- 35% +/- 10%
  - Supervises and directs the work of foremen and other assigned staff in the facilities division of Public Works; 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; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
  - Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists with developing department policies; responds to written and verbal inquiries and

## Superintendent, Facilities

complaints; maintains related records; reviews service contracts.

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

- High school diploma or equivalent and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
HS diploma/GED	10 years
Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated Bachelor's degree	7 years
Bachelor's degree	6 years
Unrelated graduate degree	5 years
Related graduate degree	4 years

\*Three (3) years of supervisory experience is required for each education level

*Related degree fields:* construction management, civil engineering, project management

*Related work experience:* construction project management, building maintenance, residential or industrial construction

### Additional Requirements

- No additional license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to use a variety of building trades tools including mechanic's tools and carpentry tools.
- Ability to balance, climb, crouch, crawl, bend, and twist.

#### 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 (Hexagon EAM, Microsoft 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

## Superintendent, Facilities

- 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 use principles of algebra and geometry.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, personnel documents, mechanical drawings, HVAC diagrams, electrical diagrams, blueprints, vehicle usage log, timesheets, services contracts, technical study reports, mileage reports, facility improvement reports, employee evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, ADA Federal Guidelines For Construction, Electrical Systems Analysis reports, Standard Handbook for Electrical Engineers, Handbook for HVAC, Design, Facilities Maintenance Management, Means Mechanical Estimating, Means Repair Remodeling Estimating, , Evacuation Procedures and Emergency Procedures, and U.S. Courts Design Guide.
- Ability to prepare payroll documents, personnel documents, work orders, vehicle usage logs, billing invoices, bid documents, correspondence, project estimates, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret electrical, engineering, and mechanical terminology and language.
- Ability to communicate with administrators, directors, supervisors, other County employees, contractors, state inspectors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and various buildings throughout the County.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15111	Supervisor, Landscaper	Public Works	Non-Exempt	8A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15111	Supervisor, Landscaper	Public Works	Non-Exempt	8A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Ben Cannon, Senior Superintendent, Facilities	4/10/2026	Email	Sent drafted specification
	4/28/2026	Email	Sent pay grade evaluation
Jim Battigaglia, Archer Consultant	4/21/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Landscaper	<b>Class Number:</b>	15111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to supervise Landscapers and other assigned staff in the maintenance and upkeep of County property and grounds.

## Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising Landscapers and other assigned staff in the maintenance and upkeep of County property and grounds. Employees in this classification work under direction of the Superintendent, Building Maintenance. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

50% +/- 10%

- Performs routine maintenance and grounds maintenance duties; maintains landscaping and other grounds features by mulching, weeding, trimming, and edging; plants flowers, foliage, shrubs, and grass; trims bushes and trees; edges and maintains flower beds; spreads or sprays fertilizers, herbicides, insecticides, mulch, topsoil, and salt; ensures parking lots are clear of debris; works with irrigation and fertilizer contractors to maintain grass health; utilizes hoses or irrigation system to water plants; facilitates leaf cleanup; requests delivery of a new dumpster when current one is full; operates equipment to perform snow and ice removal of County areas and to mow grass in surrounding property; spreads salt on sidewalks and driveways; maintains and repairs tools and equipment; inspects completed work to ensure conformity to specifications, standards, and contract requirements; ensures public safety.

40% +/- 10%

- Supervises Landscapers and other assigned personnel; directs staff to ensure work completion and maintenance of standards; ensures personnel and public safety; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; coordinates with fiscal office on creating service and supply contracts for upcoming seasons; orders equipment and supplies; stocks supplies; coordinates with contractors and tradesmen providing contracted repairs, inspections, and services; maintains required records of repairs, inspections, contracts, services, and supplies.

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

- High school diploma or equivalent with two (2) years of groundskeeping experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	2 years
Any degree	1 year

*Related work experience:* landscaping, equipment maintenance.

### 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 various grounds maintenance equipment including bobcat utility vehicle, snowplow, chainsaw, pole saw, string and hedge trimmers, lawn mower, weed whacker, edger, trimmer, and snow blower.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend, and twist; ability to push, pull, and lift up to 50lbs.

#### Technology Requirements

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

#### Supervisory Responsibilities

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

#### Mathematical Ability

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

### **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 material safety data sheets, work orders, pest control orders, uniform orders, receipts, performance evaluations, time sheets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, payroll documents, vehicle logs, performance evaluations, correspondence, costing sheets, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisors, customers, vendors, contractors, utilities staff, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, wildlife, noise extremes, bright or dim lights, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18001</b>	<b>Supervisor, Sewer Maintenance</b>	<b>Public Works</b>	<b>Exempt</b>	<b>11A</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18001</b>	<b>Supervisor, Sewer Maintenance</b>	<b>Public Works</b>	<b>Exempt</b>	<b>11A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Eleven (11)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brandon Skufca, Senior Supervisor Sewer Maintenance	3/9/2026	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	3/25/2026	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Sewer Maintenance	<b>Class Number:</b>	18001
<b>FLSA: Exempt</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this position is to supervise a crew of employees assigned to sewer maintenance activities, inspect work in progress, and review completed work assignments.

## Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. The employees in this class work under direction of the Senior Supervisor, Sewer Maintenance.

## 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%

Supervises and directs the work of a crew of sewer maintenance employees and other assigned staff; directs staff to ensure work completion and maintenance of standards; reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; conducts field observations and site visits; ensures compliance with safety regulations, operational standards, and departmental policies.
- 35% +/- 10%

Utilizes the Enterprise Asset Management (EAM) module within the County's Enterprise Resource Planning (ERP) system to open and close work orders, generate reports, create work plans, designate crews, and track and order supplies; receives work orders from the EAM module used to coordinate employee work; reviews and evaluates various reports and plans to explain daily assignments to crew; prepares various activity and project update reports; assigns vehicles; reviews billing and payroll paperwork; ensures appropriate equipment is available; manages procurement and inventory control of materials, supplies, equipment, and asset tracking.
- 15% +/- 5%

Assists with planning and coordinating of sewer maintenance department initiatives; recommends maintenance programs and initiatives for sanitary and storm system maintenance; assists with establishing goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%

Performs supporting administrative functions; conducts meetings; attends presentations and training programs; communicates with municipalities and the public about sewer system repairs; prepares and maintains operational reports, daily summaries, spreadsheets, performance documentation, and departmental activity reports.

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

- High school diploma or equivalent; with three (3) years of sewer maintenance experience; or any equivalent combination of training and experience as defined in the table below.

Highest degree of education attained	Experience required
High school diploma/GED/Vocational training	3 years
Any unrelated degree	3 years
Related associate degree	2 years
Related bachelor's or graduate degree	1 year

*Related degree fields:* civil engineering, plumbing, construction.

*Related work experience:* field experience, wastewater, construction, plumbing, infrastructure management.

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

### Additional Requirements

- Must obtain and maintain Ohio EPA Wastewater Collections Class I certification within 12 months of hire date.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer and multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters, and digital cameras.

#### Technology Requirements

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

#### Supervisory Responsibilities

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

Supervisor, Sewer Maintenance

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply algebraic and geometric equations.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blueprints, GPS tracking reports, payroll records, vehicle inspection reports, accident reports, inventory reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.
- Ability to prepare reports such as daily activity reports, daily maintenance reports, flow meter reports, dye and smoke meter test reports, map reports, payroll documents, service requests, disciplinary forms, vehicle reports, performance evaluations, daily crew itineraries, work orders, costing sheets, purchase requisitions, 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 engineering, and mechanical terminology and language.
- Ability to communicate with manager, employees, mechanics, engineers, residents, other County employees, employees of cities and municipalities, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
13201	<b>Sustainability Coordinator</b>	<b>Sustainability</b>	<b>Non-Exempt</b>	<b>7A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The position has been vacant since 2021 and some of the job responsibilities have moved to Cuyahoga Green Energy in Public Works. The department does not intend to use it in the future.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Sustainability
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 John Kennick, Senior Manager Compensation
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<b>Management Contact(s):</b>	Melanie Knowles, Sustainability Director
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Sustainability Coordinator	<b>Class Number:</b>	13201
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Sustainability		

## Classification Function

The purpose of this classification is to coordinate and implement sustainability programs for the County and to develop and maintain relationships with internal and external stakeholders.

## Distinguishing Characteristics

This is an entry level classification with responsibility for coordinating sustainability programs and tracking related data. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

## Essential Job Functions

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

- 40% +/- 10%

• Coordinates and implements sustainability programs for the County; manages greenhouse gas emissions inventory database; coordinates with stakeholders to develop a climate change action plan; monitors data to ensure the County is on track to meet the climate change action plan's goals; collects and analyzes utilities data to track County emissions trends; distributes results of the analysis to the County stakeholders.
- 20% +/- 10%

• Develops and maintains relationships with regional renewable energy development projects contacts, external stakeholders, and other County departments; provides regular communication and updates on sustainability programs; coordinates employee sustainability education and external project events; collaborates with the Communications and IT Departments to develop various marketing materials for general updates on programs and special events.
- 15% +/- 10%

• Assists the Director of Sustainability in creating departmental goals; assists in developing a strategic plan to achieve departmental goals; tracks the department's strategic performance metrics; reports the progress of the goals to the director.
- 25% +/- 10%

• Performs related administrative responsibilities; researches trends and developments in the field of sustainability; researches potential grant opportunities; drafts grants, requests for proposals (RFPs), and requests for information (RFIs); represents the County in various meetings; attends meetings, trainings, and conferences; assists with tracking the department budget.

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

- Bachelor's degree in environmental studies or a related field with one (1) year of environmental sustainability experience; or any equivalent combination of education, training, and experience.

Sustainability Coordinator

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including legal documents, contracts, scientific data, and various environmental reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, federal and state laws pertaining to environmental sustainability, and general emission reduction goals.
- Ability to prepare correspondence, request for proposals (RFPs), request for information (RFIs), grant proposals, invoices, purchase orders, various 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, to follow instructions.
- Ability to use and interpret environmental sustainability, basic marketing, and legal terminology and language.
- Ability to communicate with the director, coworkers, other County employees, utility service employees, and external stakeholders.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Sustainability Coordinator

*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.*