



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: May 29, 2025

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the June 4, 2025, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS (<i>Revised Title</i>)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Advocacy Officer 13011	11A Exempt	11A Exempt (No Change)	Senior and Adult Services
Family Justice Center Operations Coordinator 12071	11A Exempt	11A Exempt (No Change)	Public Safety and Justice Services
Intelligence Analyst 12131	7A Non-Exempt	7A Non-Exempt (No Change)	Public Safety and Justice Services
Manager, Applications Development (<i>Manager, Reporting and Data Analytics</i>) 16231	16B Exempt	16B Exempt (No Change)	Information Technology
Senior Emergency Management Specialist 12092	10A Exempt	10A Exempt (No Change)	Public Safety and Justice Services
Senior Records Management Officer 10122	6A Non-Exempt	6A Non-Exempt (No Change)	Public Works and Medical Examiner's Office
Supervisor, Emergency Management 12093	13A Exempt	13A Exempt (No Change)	Public Safety and Justice Services
DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS		DEPARTMENT
Child Health Specialist 13121	9A Exempt		Children and Family Services

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13011	Advocacy Officer	Division of Senior and Adult Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13011	Advocacy Officer	Division of Senior and Adult Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Division of Senior and Adult Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Natasha Pietrocola	3/6/2025	Email	Send drafted specification
	3/20/2025	Email	Ask/answer questions
	3/20/2025	Email	Ask/answer questions
	3/26/2025	Email	Ask/answer questions
	3/31/2025	Email	Ask/answer questions
	5/21/2025	Email	Decision on supervisory
	5/22/2025	Email	Clarification
Kelli Neale, PO4 John Kennick, Senior Manager Compensation	4/7/2025	Email	Notify about pay grade
	5/15/2025	Teams	Discuss supervisory status
Jim Battigaglia, Archer Consultant	3/31/2025	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Advocacy Officer	Class Number:	13011
FLSA:	Exempt	Pay Grade:	11A
Dept:	Division of Senior and Adult Services		

Classification Function

The purpose of this classification is to manage the Division of Senior and Adult Services' (DSAS) advocacy activities, the Advocacy Committee, and activities of the DSAS Advisory Board and committees.

Distinguishing Characteristics

This is a professional level classification with responsibility for managing the Division of Senior and Adult Services' advocacy activities and Advocacy Committee as well as the DSAS Advisory Board. This position works under the general supervision of the DSAS Administrator. Incumbents receive general guidance and direction regarding work but complete work largely independently and are expected to use own judgment in performing work. Incumbents ensure that all 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.

0% +/- 10%

- Directs public policy and advocacy activities of the Division of Senior and Adult Services (DSAS); works closely with upper level management to develop and establish the agency's advocacy agenda, public policy priorities and initiatives, and strategic goals; develops project plans and project implementation timelines; leads advocacy presentations on public policy issues at conferences, community public policy groups, agency staff meetings, and trainings; works with management, Board Chairs, and Committee Chairs to develop strategies to further senior agenda; builds and maintains working relationships with elected officials, public policy groups, and advocacy groups to support and achieve the agency's advocacy efforts; researches, analyzes, and monitors impact of legislation and policy issues affecting seniors at local, state, and federal levels and determines best course of action and strategies for implementation based on analysis; prepares documentation (reports, briefing documents, testimony, position statements, fact sheets, comment letters, etc.) for staff, board and committee members, and stakeholders.

30% +/- 10%

- Manages the DSAS Advisory Board and its four committees; serves as DSAS Administrator liaison to Advisory Board; serves as point of contact with County Executive's office; convenes Advisory Board meetings; prepares meeting agendas for Advisory Board meetings; manages board recruitment, orientation, and retention; develops orientation materials, manuals, on-boarding, and protocols for new Board members; evaluates potential members for recommendation to Advisory Board to ensure the best subject matter experts are recruited to provide expertise; develops approaches to engage and involve committee members in advocacy activities; ensures the Board's Code of Regulations, Conflict of Interest, and Ethics policies are all aligned with county and state policies and procedures.

20% +/- 10%

- Provides support to DSAS Administrator with on-going special strategic projects and initiatives; researches opportunities and develops strategies to ensure advancement of DSAS priorities and public policy goals; provides oversight to DSAS's food insecurity initiative; develops partnerships with hunger relief organizations to reduce food insecurity; oversees research and surveying of older adult populations to assess and address needs; looks for grant opportunities to assist with addressing needs of adult populations; advocates for additional funding by developing and presenting reports and white papers to increase awareness regarding needs of older adult populations.

10% +/- 5%

- Represents DSAS at local, state, and national levels; provides leadership and collaboration with various local organizational/policy groups; serves as policy committee member with the National Association of Adult Protective Services; conducts presentations and training on public policy issues at statewide and local conferences, community agencies, public policy groups, and DSAS staff meetings; serves as liaison between DSAS and the Executive's Regional Collaboration Office.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public administration, public policy, political science, or related degree and five (5) years of experience in public social service program administration, public policy analysis, legislative policy advocacy, or related field; **or any equivalent combination of training and experience as defined below:**

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

Related degree fields: business administration, psychology, sociology, nonprofit management, social work

Related work experience: public policy research, collaborating with legislators, working with advocacy groups, working with/on board committees, board recruitment and retention, strategic planning, monitoring trends, advocacy budgeting, support of DSAS driven work

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Advocacy Officer

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including agendas, meeting minutes, legislation, news service, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, the Employee Handbook, DSAS Policies and Procedures Manual, DSAS Advisory Board of Regulations, and the Ohio Revised Code.
- Ability to prepare meeting agendas and minutes, strategic goals, project plans, monthly reports, advocacy alerts, position papers, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisors, directors, elected officials, other County employees, Advisory Board members, Advocacy Committee members, interns, and members of other agencies and committees.

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
12071	Family Justice Center Operations Coordinator	Public Safety and Justice Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12071	Family Justice Center Operations Coordinator	Public Safety and Justice Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. 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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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kimberlee Bizup Manager, Witness Victim Services	4/3/2025	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	4/10/2025	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family Justice Center Operations Coordinator	Class Number:	12071
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to coordinate the daily operations of a Family Justice Center.

Distinguishing Characteristics

This is a journey level classification with responsibility of coordinating the daily operations of a Family Justice Center and performing community outreach duties under general supervision of the Manager, Witness/Victim Services. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

70% +/- 10%

- Coordinates the daily operations of a Family Justice Center; assists clients over the phone and walk-in clients with a special emphasis on high-need clients such as those with mental or physical health concerns; assists justice system advocates in properly completing civil protection orders; monitors compliance with intake procedures; triages walk-in clients with complex needs; assists intake staff; helps with front desk duties; prepares referrals for partner agencies; develops and implements policies and procedures; ensures compliance with policies and procedures; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitutes for any absent on-site partners.

10% +/- 5%

- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies; attends meetings regarding program planning and delivery and assists in the implementation of specific programs as needed.

20% +/- 10%

- Performs related administrative responsibilities; prepares for meetings; prepares data and research for topics at various meetings; attends annual trainings; manages all data accrued at the Family Justice Center including analyzing data and preparing statistical spreadsheets, entering clients' data, and reviewing satisfaction surveys; analyzes issues affecting the Family Justice Center and formulates solutions; enters client information in database; ensures policies and procedures are being followed correctly.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, criminology, psychology, sociology, or related field with three (3) years of experience in advocacy or social work; **or any equivalent combination of training and experience as defined below:**

Family Justice Center Operations Coordinator

Highest degree of education attained	Experience required
High school diploma/GED	9 years
Unrelated associate degree	7 years
Related associate degree	7 years
Unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	2 years

Related degree fields: sociology, business administration, criminal justice

Related work experience: working with victims, experience with criminal justice, court systems, community partner agencies, and family justice centers

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Family Justice Center Policy and Procedures, Victim's Rights, and Marsy's Law, Client Confidentiality.

Family Justice Center Operations Coordinator

- Ability to prepare caseload report, client information report, survey report, client records, advocate walk-in report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may expose employee to secondary trauma through information received about clients' personal experiences with violence.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12131	Intelligence Analyst	Public Safety and Justice Services	Non-Exempt	7A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12131	Intelligence Analyst	Public Safety and Justice Services and Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	Medical Examiner's Office was added to the applicable Departments for their department use.
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No. of Employees Affected:	Three
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Dept.(s) Affected:	Public Safety and Justice Services, Medical Examiner's Office
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Fiscal Impact:	No change to paygrade or FLSA status.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Hugh Shannon – Director, MEO Operations, Manreet Bhullar - Senior Forensic Epidemiologist	5/19/2025	Email	Question regarding job duties
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	5/19/2025	Email	Question regarding job duties – copied on email

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Intelligence Analyst	Class Number:	12131
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Safety and Justice Services, Medical Examiner's Office		

Classification Function

The purpose of this classification is to research, analyze, and evaluate criminal intelligence information to generate reports regarding potential risk of known terrorist or criminal activity to assist law enforcement, government, and private sector agencies.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Northeast Ohio Regional Fusion Center (NEORFC), an organizational partnership between the Cuyahoga County Department of Public Safety & Justice Services and the City of Cleveland Department of Public Safety. The employee works within a framework of established regulations, policies, and procedures and is expected to use 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.

45% +/- 10%

- Conducts open-source intelligence research and disseminates the information to superiors; collects information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.) to identify trends in criminal activity and homeland security; analyzes trends to determine the impact on the area of responsibility; receives data (e.g., terrorist and criminal activity, large-scale threats, etc.) from local, state, federal, and private sector contacts; organizes and prioritizes vast amounts of disparate information into a format that is usable to produce finished intelligence products; navigates social media platforms and other intelligence-gathering applications to collect information and identify trends.

35% +/- 10%

- Collects and analyzes data to determine existence of potential threats; receives and analyzes tips and leads submitted to the NEORFC, and carefully reviews to evaluate validity of source information for the existence of potential threats; adjudicates and disseminates authenticated information to appropriate agency; reads and analyzes various forms of qualitative information and determines whether the data can be linked to other bodies of information; verifies originating agency identifier (ORI) and criminal predicate for incoming requests for information (RFIs) that require use of databases containing personally identifiable information (PII) and/or law enforcement sensitive (LES) information; creates threat assessments, intel bulletins, safety bulletins, situational awareness bulletins, suspicious activity reports, and threat briefs; maintains Department of Homeland Security (DHS) SECRET Clearance; conducts research and data mining through the Homeland Secure Data Network (HSDN) and identifies individuals on the Terrorist Watchlist; evaluates critical and timely criminal, terrorist, and suspicious activity related information from stakeholders to inform of potential threats..

20% +/- 10%

- Analyzes, inputs, and summarizes various types of information; creates, prepares, and presents finished intelligence products to various stakeholders; reviews and proofreads written work to correct

Intelligence Analyst

errors (e.g., grammar, technical jargon, missing information, unclear ideas, etc.); communicates with National Fusion Center Network to share and receive pertinent intelligence information; coordinates with internal staff and presents collected data in a structured format to determine whether a threat is actionable; engages in open dialogue on potential threats to evaluate various factors of the situation; inputs authenticated information into the appropriate database; disseminates actionable intelligence information to various entities through written correspondence or oral presentation; provides strategic intelligence products (e.g., memos, bulletins, situational awareness postings, etc.) to different levels of first responders to assist them with their duties; combines relevant information from various sources to create finished intelligence products that allow stakeholders to make informed decisions; identifies emerging and cross-jurisdictional factors regarding terrorism and crime within the NEORFC's six-county area of responsibility; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; educates community partners on the mission and purpose of the NEORFC.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, international studies, intelligence analysis, criminal justice, statistics, or related field; and two (2) years of experience with private security, homeland security, or the criminal justice system, or an equivalent combination of education, training, and experience.

Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must complete Fundamentals of Intelligence Analyst Training (FIAT) within one year of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of computer applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (including internal records management software, EGuardian, FBI Virtual Command Center, NFCA Dashboard), and other software applications as needed.

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 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 Requests for Information (RFI), Suspicious Activity Report (SAR), raw intelligence information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.), Terrorist Screening Center Reports, Situational Intel/Awareness reports, intelligence briefs, Special Event Threat Assessments (SETA), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, federal laws, state laws, 28 CFR Part 23, federal guidelines in regard to SECRET security clearance, Executive Order 13-549 Classified National Security Info Program for state, local, and private sector entities, NEORFC policies, and department policies and procedures.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI), criminal intelligence reports, SAR, Special Event Threat assessments, Situational Awareness report, intelligence briefs, 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 intelligence and legal related terminology and language.
- Ability to communicate with supervisor, co-workers, law enforcement and fire service personnel, NEORFC interns, state, federal, and private-sector partner agencies, 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
16231	Manager, Applications Development	Information Technology	Exempt	16B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16231	Manager, Reporting and Data Analytics	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Title was changed to more accurately reflect the work the position does. Changes were made to classification function, essential job functions, and language and formatting. A minimum qualifications equivalency table was added.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	No change to paygrade or FLSA status.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jason Snowbrick, HHS CIO	4/2/2025	Email	Sent draft class spec for review
	4/8/2025	TEAMS Meeting	Changes to Position
	4/23/2025	Email	Follow up Regarding changes
	4/25/2025	Email	Confirmation of title change and min quals
	5/29/2025	Email	Informed about pay grade
Jim Battigaglia, Archer Consultant	5/1/2025	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	5/29/2025	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Reporting and Data Analytics	Class Number:	16231
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to plan, supervise, direct, and lead a team of developers, project managers, or information system analysts in day-to-day activities and operations. The incumbent is responsible for providing technical direction for the development, design, and deployment of reports, data visualizations, data analysis, and data-centric solutions.

Distinguishing Characteristics

This is a first-level management classification that provides direct supervision to software developers, data analysts, and other technical positions to support the operations of HHS agencies. This class works under general direction of the Director, Information Technology – HHS and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems, and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee is responsible for coordinating the development of strategic and tactical plans for application development and administration, and ensuring staff understands and delivers the appropriate technology to user agencies.

Essential Job Functions

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

50% +/- 10%

- Manages activities to fill data-centric, user information requests; meets with end-users and/or assigns staff to collect, clarify, and refine the user's needs and requirements; assesses the feasibility of potential solutions and determines the technological infrastructure to be utilized for development activities; designs a cost-effective, technically feasible solution that is consistent with the requestor's requirements and within the confines of the available technical infrastructure; oversees development of a solution consistent with the design; coordinates user testing with the requestor and validates that the solution(s) developed is accurate and satisfies the end-users needs; oversees the deployment of the solution into production and ensure the solution source code is properly documented and stored in source control.

20% +/- 10%

- Supervises and directs the work of Data Analysts, Developer 1,2,3s, Information System Analysts, 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%

- Provides technical direction for development, design, and deployment of solutions to management and staff; performs technology and software assessment; studies and recommends new development technologies; creates and maintains procedures for production and test environments; develops and recommends best practices, policies, and procedures; applies knowledge of industry trends and developments to improve applications and processes.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field of computer operations, provides technical input during the development of business initiatives.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with five (5) years' experience in a programming environment, including object-oriented programming and relational database management; **or any equivalent combination of training and experience as defined below.**

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

Related degree fields: statistics, data science,

Related work experience:

- Must have knowledge of at least two (2) web programming languages used by the Division.

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 computers and multifunction printer.

Technology Requirements

- Knowledge of a variety of software and database systems including application Integrated Development Environments, database management software, database query languages, programming languages and extensions, presentation software, spreadsheet software, version control systems and methodology, word processing software, application lifecycle management, content management system, enterprise content/document management system, and other technologies.

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 prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including daily extract, transform and load (ETL) status reports, requirement statements, Customer Service Requests, entity relationship diagrams, technical documentation, issue logs, project updates, project plans, JIRA tickets, technical forums, and employee timesheets.
- Ability to comprehend a variety of reference materials and manuals including the Employee Handbook, data protection laws and guidelines, the department policy manual, requirement statements, coding book and websites, entity relationship diagrams, technical documentation, issue logs, and technical forums.
- Ability to prepare monthly department metrics, data analyses, statement of work, requirement statements, system documentation, user manuals, status reports, source code, JIRA tickets, SMART goals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret statistics, computer programming, network engineering, terminology and language.
- Ability to communicate with staff, IT and HHS management, stakeholders, end-users, vendors, and departmental employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, Reporting and Data Analytics

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
12092	Senior Emergency Management Specialist	Public Safety and Justice Services	Exempt	10A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety and Justice Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, technology requirements, and language and formatting. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kevin Friis, Supervisor, Emergency Management	4/23/2025	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	5/1/2025	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	12092
FLSA:	Exempt	Pay Grade:	10A
Department:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower-level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

60% +/- 10%

- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); sends requested materials; designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.

15% +/- 10%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans; maintains training database by updating spreadsheets, preparedness plans, and posting local trainings to the training calendar; plans, researches, coordinates, and implements training for first responders and other groups within the County; oversees the ReadyCertify program and works with agencies to help them meet necessary requirements.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws; attends outreach events; attends and presents at various conferences.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High School Diploma/GED	9 years
Unrelated associate degree	7 years
Unrelated bachelor's/Related associate degree	5 years
Related bachelor's degree	3 years
Related/unrelated master's/doctorate degree	2 years

Related degree fields: communications, business administration, , public safety management, law enforcement, criminal justice, fire science

Related work experience: writing and reviewing emergency management plans

- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

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.

Senior Emergency Management Specialist

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, database software (TimeTap, CAMEO), and environmental analytics 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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Ability to comprehend a variety of informational documents including after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, weather service briefings, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and the Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, CCOEM County Plans, training requests, training applications, 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 emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Senior Emergency Management Specialist

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, 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
10122	Senior Records Management Officer	Public Works and Medical Examiner's Office	Non-Exempt	6A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10122	Senior Records Management Officer	Public Works and Medical Examiner's Office	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. 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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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Works and Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Judith Cetina, Administrator, Senior Records Management Christopher Harris. Manager External Affairs	4/23/2025	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	5/1/2025	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Officer	Class Number:	10122
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Public Works and Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives or Medical Examiner's Office.

Distinguishing Characteristics

This is a journey-level classification that works under the general supervision of the Senior Records Management Administrator at the County Archives or Administrator at the Medical Examiner's office and is responsible for providing research and reference services. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

60% +/- 10%

- Provides research and reference services for County archives or Medical Examiner's Office; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.

30% +/- 10%

- Performs library and archival functions in maintaining records; identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; scans and archives closed cases, prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls; returns all records to their appropriate place.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in records management, library technology or related field with two (2) years of records management or archival experience; or **any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High School Diploma/GED	8 years
Unrelated associate degree	6 years
Unrelated bachelor's/Related associate degree	4 years
Related bachelor's degree	2 years
Related/unrelated master's/doctorate degree	1 year

Related degree fields: data analysis

Related work experience: maintaining records, archival work

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer, copier, and microfilm reader printer.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including record request forms, records of loans, archival records, birth death or marriage certificates, last will and testaments, various County records and documents, police reports, and other reports and records.

Senior Records Management Officer

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Retention Schedule, Ohio Sunshine Laws, and the Employee Handbook.
- Ability to prepare records research reports, record request forms, correspondence, annual reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret indexing and historical archival terminology and language.
- Ability to communicate effectively with supervisors, co-workers, external agencies and institutions, County and State government agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management	Public Safety and Justice Services	Exempt	13A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management	Public Safety and Justice Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. 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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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mark Christie, Manager, Emergency Management	4/23/2025	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	5/1/2025	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Emergency Management	Class Number:	12093
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

50% +/- 10%

- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations; maintains contact lists; remains on-call to provide coverage outside regular work hours during emergencies.

20% +/- 10%

- Supervises and directs work of Emergency Management Specialists, Senior Emergency Management 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

Supervisor, Emergency Management

individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; schedules and hosts trainings and workshops.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High School Diploma/GED	11 years
Unrelated associate degree	9 years
Unrelated bachelor's/Related associate degree	7 years
Related bachelor's degree	5 years
Related/unrelated master's/doctorate degree	4 years

Related degree fields: communications, business administration, any social science, public safety management, law enforcement, or criminology

Related work experience: writing and reviewing emergency management plans, homeland security, HAZMAT work.

- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Supervisor, Emergency Management

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of emergency management planning tools such as a radio, truck and trailer, drone (UAV), tow motor, and a command bus.

Technology Requirements

Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and various planning/mapping software (CAMEO, WebEOC, ALOHA, MARPLOT, Google Earth).

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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, initiative flyers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, Disaster Mitigation Act of 2000, Stafford Act, and the Ohio Revised Code.

Supervisor, Emergency Management

- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally in a warehouse or the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, electrical currents, machinery, strong odors, 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.

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13121	Child Health Specialist	Children and Family Services	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	The employees performing the duties of this position have elected to become bargaining and this position is no longer needed in the class plan.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Children and Family Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation and HRIS
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Management Contact(s):	None
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Child Health Specialist	Class Number:	13121
FLSA:	Exempt	Pay Grade:	9A
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to ensure that the needs are met for all children in the custody of the Division of Children and Family Services (DCFS) by coordinating medical and mental health related services for youth in custody.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating healthcare related services for youth in custody of DCFS. Employees in this classification work under general guidance and supervision of an Administrator, Social Program 2 but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, and regulations.

Essential Job Functions

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

35% +/- 10%

- Documents and updates healthcare related information; collects and enters data to complete weekly log for contracted medical provider; collects survey data regarding contracted medical provider services; corresponds with case workers and providers regarding placement information; documents medical record information into Statewide Automated Child Welfare Information System (SACWIS); generates reports regarding child placement and custody termination; assists with processing medical and psychotropic medication requests, logging information, verifying medications, and provides oversight and serves as a point of contact for Health Care related contracts.

25% +/- 10%

- Completes healthcare related duties; works with outside provider agencies on coordination of services and development of consumer friendly forms and procedures; reconciles Medicaid issues and invoices with outside non-contractual agencies; gathers psychiatric information from prescribing physician; attends psychiatric appointments as needed; serves as liaison between agency and community medical providers; provides case consultations to staff regarding resources, psychotropic medications, and healthcare issues; assists with Health Care Unit initiatives; provides suggestions and guidance on procedures, data entry, and record requests; communicates with caregivers and providers; ensures compliance with OAC standards; transport psychotropic medications to designated locations for proper disposal.

20% +/- 10%

- Coordinates second opinion services; gathers and reviews appropriate information and paperwork for submission to contractor; coordinates and monitors second opinion contract with contracted psychiatrists and psychologists; prepares reports for youth eligible for second opinion services; discusses appropriate referrals with coordinating staff.

10% +/- 5%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies, and/or procedures; reviews nationwide best practices regarding child welfare and healthcare related activities and examines implementation for DCFS; contributes to development of policies and procedures; conducts research to improve medical case management program; reviews Requests for Proposals (RFPs) and helps with RFP selection process; prepares statistics, data charts, and graphs for Health Care Unit; analyzes data and reports, identifies areas for improvement, and develops recommendations.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes medical and psychiatric requests and vouchers.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, healthcare, psychology, child welfare, or related field with three (3) years of experience in social work, program administration, physical/mental healthcare, or related field; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No 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 (MS Outlook), spreadsheet software (MS Excel), database software, case management tracking software, and word processing software (MS 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 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 medical reports, medication reports, statistical reports, flow charts, invoices, treatment information, contracts, and other reports and records.

Child Health Specialist

- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Social Work Board regulations.
- Ability to prepare statistical reports, graphs, charts, basic spreadsheets, logs, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, and medical terminology and language.
- Ability to communicate with supervisors, coworkers, customers, consultants, other County employees, contracted providers, and outside agencies.

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.