



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: July 3, 2024

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 July 10, 2024, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Assistant Board of Control Coordinator 10101	9A Non-Exempt	Purchasing
Corrections Activity Recreational Therapy Specialist 12381	5A Non-Exempt	Sheriff
Corrections ADA Coordinator 12391	9A Non-Exempt	Sheriff
Corrections Grievance Officer 12371	9A Non-Exempt	Sheriff
Imam 13311	6A Non-Exempt	Sheriff
Quality Assurance Specialist 13131	11A Exempt	Health and Human Services
Residential Child Care Contract Specialist 19121	12A Exempt	Health and Human Services

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Manager, Tax Assessment 11121	12A Exempt	12A Exempt (No Change)	Fiscal
Permit Coordinator 10211	6A Non-Exempt	6A Non-Exempt (No Change)	Public Works
Senior Bridge Inspector 18032	8A Non-Exempt	9A Non-Exempt	Public Works

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10101	Assistant Board of Control Coordinator	Purchasing	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification based on the CPQ of a current Administrative Officer. This classification was requested by HR based on a job audit. The new classification is specific to the work being performed by this employee.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Purchasing
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Fiscal Impact:	PG 9A: \$57,824.00 - \$80,932.80 The employee's current salary falls within the set pay grade.
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Staffing Implications:	Employee to be reassigned once classification is active.
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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>
Paul Porter, Director of Purchasing	5/3/2024	Email	Request for Meeting Questions about job duties Questions about job duties Sent draft class spec for review Update of Process Notification of Pay Grade
	5/9/2024	Teams Call	
	5/10/2024	Email	
	5/21/2024	Email	
	6/4/2024	Email	
	6/27/2024	Email	

Cheryl Kinzig – Board of Control Coordinator	5/21/2024 6/4/2024 6/27/2024	Email Email Email	Sent draft class spec for review Update of Process Notification of Pay Grade
Jim Battigaglia, Archer Consultant	6/5/2024	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/26/2024	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Board of Control Coordinator	Class Number:	10101
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	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.

40% +/- 10%

- Manages progress of incoming item submissions through the queue in the database/agenda management systems; reviews incoming item submissions to ensure compliance with guidelines; determines item submissions assignment (BOC agenda, County Council agenda, contract cover modification, etc.); researches incoming purchase orders that meet the approved threshold amount; creates lists of purchase order submissions including all pertinent information (purchase order number, type, submitting department, vendor, etc.) for submission to the Clerk of the Board; determines whether approved items from BOC and County Council agendas will require an electronic signature or a 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; scans and uploads fully executed contracts into database system; reviews items in the system that have been fully executed and approves them to move them out of the system; ensures that travel approval letters are completed and submissions are approved; takes note of the vote for each BOC meeting submission; assigns items and submissions under the proper agenda headings; moves submissions back into data management system for approval letters and electronic signature after meetings.

15% +/- 5%

- Creates Agenda of Executive Sponsored items for the Executive Review Meetings; researches relevant history of items to formulate captions for the draft agenda; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor 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 request of Executive Sponsored items for the draft agenda; finalizes Executive Sponsored items; approves

Effective Date: TBD
Last Modified: TBD

Assistant Board of Control Coordinator

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%

- 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.

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.

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; takes notes on votes for 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; establishes BOC agenda; attends and monitors the Executive Review meeting; creates minutes for the previous BOC meeting; answers questions and concerns regarding BOC agenda; 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 places orders to purchase office essentials; completes process for office work orders for requested repairs; oversees maintenance and repair of office machines; coordinates record requests.

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 an equivalent combination of education, training, and experience.

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

Assistant Board of Control Coordinator

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 computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), agenda management software (OnBase), and database software (Infor 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.
- 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 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, permits, grant awards, submissions for BOC/Council meetings, leases, meeting minutes, agendas, order slips, 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.

Assistant Board of Control Coordinator

- Ability to prepare employee performance evaluations, purchase order list, contract lists, Executive's Sponsored Item summaries, Board of Control Agenda, 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 communicate effectively with supervisor, employees, co-workers, the County Executive, department directors, managers, Clerk of Council, 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.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12381	Corrections Activity Recreational Therapy Specialist	Sheriff's Office	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Human Resources in response to the Clay v. Cuyahoga County, Ohio (1:18-cv-02929) Settlement Agreement. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 5A: \$ \$45,198.40 - \$63,273.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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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>
Michelle Henry, Warden	6/10/2024	Email	Sent draft class spec for review
	6/12/2024	Email	Follow Up
	6/13/2024	Phone Call	Min Qual Equivalencies
Jim Battigaglia, Archer Consultant	6/13/2024	Email	Pay Grade Evaluation

Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/26/2024	Email	Informed about pay grade
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Activity Recreational Therapy Specialist	Class Number:	12381
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to develop and conduct recreational activities and programming for inmates at the Cuyahoga County Corrections Center.

Distinguishing Characteristics

This is a journey-level classification responsible for developing, conducting, and monitoring recreational activities and programming for inmates at the Cuyahoga County Corrections Center. This class works under the general supervision of the Associate Warden. The incumbent exercises discretion in performing work according to governing policies and procedures and ensures that assigned activities are completed in a timely manner. Work may be performed on evenings or weekends as necessary.

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%
- Coordinates, monitors, and leads inmate participants and volunteers during activities; explains principles, techniques, and safety procedures to participants in recreational activities; demonstrates use of materials and equipment; coordinates necessary accommodations to ensure security and safety of inmates during activities.

- 25% +/- 10%
- Plans, implements, and monitors recreation, personal development, structured therapeutic, and entertainment activities (e.g., fitness activities, board/card games, music, special events) and programs (e.g., reading programs, wellness programs, etc.) for inmates; coordinates participation from volunteers, community members, and other stakeholders; coordinates scheduling of activities around other services and programs to ensure availability to inmates; promotes activities to encourage inmate participation; ensures that activities and programs comply with security regulations.

- 10% +/- 5%
- Prepares and maintains work related documentation, reports, and statistical data; maintains records of inmate attendance of leisure and recreation activities and programs; conducts activity and program assessment; makes recommendations for improvement.

- 10% +/- 5%
- Manages inventory control of all recreational equipment and supplies required for inmate programming; oversees maintenance and restocking of equipment and supplies; records items issued to inmates; ensures items are returned by the due date.

- 5% +/- 2%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in recreation therapy, recreation and fitness, or related field and one (1) year of recreational therapy, leisure activity coordination, or recreational programming experience; **or any equivalent combination of education and experience as defined below:**

Highest degree of education attained	Experience required*
High school diploma/GED	6 years
Unrelated Associates degree	3 years
Related Associates degree	1 year
Unrelated Bachelor's degree	3 years
Related Bachelor's degree	1 year
Unrelated Master's/Doctoral degree	3 years
Related Master's/Doctoral degree	1 year

Related degree: art therapy, occupational therapy, kinesiology, rehabilitation science, health education, psychology, music

Additional Requirements

- No special licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to sit, stand, walk, and balance/climb in order to navigate the corrections facility.

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Corrections Activity Recreational Therapy Specialist

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 keep separate reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental policy and procedure manual, Employee Handbook, Ohio Jail Minimum Standards, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, activity statistics reports, equipment logs, inventory reports, scheduling 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 communicate with security personnel, medical personnel, community groups, and inmates.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, and violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12391	Corrections ADA Coordinator	Sheriff's Office	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Human Resources in response to the Clay v. Cuyahoga County, Ohio (1:18-cv-02929) Settlement Agreement. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 9A: \$57,824.00 - \$80,932.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jennifer Frame, Associate Warden	5/30/2024 5/31/2024	Teams Email	Job Analysis Sent drafted specification
Michelle Henry, Warden	5/31/2024 6/12/2024	Email Email	Copied on Communications Follow up
Jim Battigaglia, Archer Consultant	6/12/2024	Email	Pay Grade Evaluation

Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/24/2024	Email	Informed about pay grade
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections ADA Coordinator	Class Number:	12391
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to work with disabled inmates to ensure County Jail programs, policies, and procedures are in compliance with the 1990 Americans with Disabilities Act (ADA), and to respond to complaints and grievances.

Distinguishing Characteristics

This is a journey level classification that is responsible for ensuring compliance with various ADA and Health Insurance Portability and Accountability Act (HIPAA) rules and regulations in the County jail. This class works under the general supervision of the Administrator of Corrections. The incumbent exercises discretion in performing work according to governing policies and procedures and ensures that assigned activities are completed in a timely manner. This classification requires considerable knowledge of County, state, and federal rules and regulations governing inmate rights.

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%

- Monitors disabled inmates to ensure compliance with various ADA and HIPAA rules and regulations; serve as a liaison between disabled inmates and jail security; ensures inmates with disabilities have appropriate support materials to engage in daily activities; ensures inmates with disabilities have appropriate communication options and services (e.g., devices, interpreters, visual supports); works closely with the Classification Unit to assure there is no inappropriate security classification for disabled inmates; monitors appropriate staffing levels in the housing areas of disabled inmates; ensures materials, such as the Inmate Handbook, are in accessible formats and languages easily understood by inmates with disabilities; monitors disabled inmates' compliance with prescribed medications; monitors dietary restrictions/requirements; works with Parole, Probation, and Community Corrections for a smooth transition of disabled inmates; develops and maintains a database of local vendors/agencies that provide post incarceration (Re-Entry) services and programs for disabled individuals for continuity of care; keeps current on information regarding Physical, intellectual or developmental, traumatic brain injury, substance use disorder and mental health disabilities.

10% +/- 2%

- Develops, interprets, and reviews various departmental programs, policies, and procedures; establishes policies/procedures to engage disabled inmates with various Jail programs including: Visitation, Chaplaincy, Mental Health, Medical, Programs, Behavioral Management, Recreation, Law Library, Commissary, Inmate Worker; designs programs and processes for handling applicable crisis interventions for substance related emergencies.

10% +/- 2%

- Develops performance measurements and quality assurance measures for assigned programs and policies; compiles, prepares, analyzes, and presents research findings and statistical reports; serves as liaison with internal and external stakeholders in order to collect, share, and develop information related to services for disabled inmates; reviews and approves each Jail's goals, objectives, and performance measures; assures applicable regulations, policies, procedures, and standards are met throughout the programs.

20% +/- 5%

- Oversees incarcerated individual's correspondence regarding treatment issues and complaints in coordination with the ED of Behavioral Health; monitors services provided in addiction recovery units ensuring treatment provided with fidelity in a time efficient manner.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice, social work, or related field with five (5) years of experience working with disabled inmates in a corrections facility, monitoring, evaluating, and investigating federal, state, county, and departmental rules and regulations governing ADA, or related experience that includes experience directly working in a prison/jail/correctional facility; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	15 years
Unrelated associate degree	11 years
Related associate degree	9 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	2 years

Related degrees: sociology, psychology

Related experience: no other related experience

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), publishing software (Microsoft Publisher), and jail management system (Securus).

Corrections ADA Coordinator

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 impact and develop alternatives.
- Ability to comprehend a variety of informational documents including inmate grievance forms, inmate appeal forms, sheriff complain forms, inmate kites, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, ADA, 2010 ADA Jail Standards, Bureau of Adult Detention Standards, and HIPAA.
- Ability to prepare monthly statistics, visitation statistics, 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 corrections terminology and language.
- Ability to communicate with leadership, stakeholders, medical providers, inmates, and other jail staff.

Environmental Adaptability

- Work is performed in a secured jail environment.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12371	Corrections Grievance Officer	Sheriff's Office	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Human Resources in response to the Clay v. Cuyahoga County, Ohio (1:18-cv-02929) Settlement Agreement. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 9A: \$57,824.00 - \$80,932.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michelle Henry, Warden	5/23/2024 5/28/2024	Teams Call Email	Job Analysis Sent draft class spec for review
Jim Battigaglia, Archer Consultant	6/5/2024	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/26/2024	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Grievance Officer	Class Number:	12371
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage, coordinate, and monitor the formal inmate grievance and appeal process at the Cuyahoga County Corrections Center.

Distinguishing Characteristics

This is a journey-level class responsible for managing, coordinating, and monitoring the formal inmate grievance and appeal process at the Cuyahoga County Corrections Center. This class works under the general supervision of the Associate Warden. The incumbent exercises discretion in performing work according to governing policies and procedures and ensures that assigned activities are completed in a timely manner. This classification requires considerable knowledge of County, state, and federal rules and regulations governing inmate rights.

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%
- Directs, coordinates, and monitors the inmate grievance process; reviews and assigns grievances to the appropriate parties for response and resolution; makes determinations on appeals filed as part of the response; prepares and maintains reports and grievance files and records; monitors grievance tracking system for timeliness of responses; prepares statistical reports for the Warden and Administrator of Corrections regarding grievance filings and trends; coordinates and assists with management, facility, and institution audits by outside organizations (e.g., ACA, IMA, PREA) by providing required information; ensures violations found during audits are properly addressed; conducts internal audits to ensure compliance of all service areas (e.g., Food Service, Medical, Mail/Visiting) and ensures any violations are addressed and corrected; interviews staff and inmates to obtain information as needed.

- 30% +/- 10%
- Ensures compliance of the grievance process with various laws, rules, policies, and procedures; advises the Warden and Administrator of Corrections of possible violations to laws, rules, policies, and procedures; independently corrects violations; identifies problem areas in the grievance and appeal process and facility operations and management and recommends improvements to the Warden; monitors and evaluates overall program effectiveness; conducts internal investigations of alleged employee misconduct (e.g., unreported use of force, inappropriate supervision); develops and administers policies and procedures in line with state and federal rules and regulations.

- 15% +/- 5%
- Serves as the program liaison with departmental and outside agencies (e.g., Bureau of Adult Detention); serves as a liaison between the Warden and inmates regarding complaints and grievance issues; processes and submits grievance issue findings to the Warden; responds to inquiries and complaints from the general public and outside agencies regarding inmates and/or employees; researches information related to inmate lawsuits.

10% +/- 5%

Established: TBD
Last Modified: TBD

Corrections Grievance Officer

- Trains staff on inmate grievance procedures; provides information and makes recommendations to staff regarding the proper handling of grievances; apprises institutional staff of changes in laws, rules, and procedures regarding inmate rights; conducts orientation of new employees and inmates.

10% +/- 5%

- Coordinates access for legal counsel with inmates; manages the Law Library and requests for access; schedules and coordinates legal visits; tracks and maintains monthly data of legal visits and law library requests.

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of corrections officer, corrections investigations, or related experience that includes experience directly working in a prison/jail/correctional facility; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
High school diploma/GED	5 years
Related Associates degree	5 years
Related Bachelor's degree	3 years
Related Master's/Doctoral degree	3 years

Related degree: criminal justice, political science

Additional Requirements

- No special licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to sit, stand, walk, and balance/climb in order to navigate the corrections facility.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

Corrections Grievance Officer

- 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 inmate grievance forms, inmate appeal forms, Sheriff complaint forms, inmate kites (informal messages/complaints), disciplinary reports, incident reports, use of force reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental policy and procedure manual, Employee Handbook, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, Inmate Rules of Conduct, food contract, inmate telephone contract, commissary contract, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, audit data, monthly statistics, visitation statistics, 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 corrections terminology and language.
- Ability to communicate with management, stakeholders, legal counsel, court liaisons, Bureau of Adult Detention, Clay Settlement monitor, inmates, and the general public.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13311	Imam	Sheriff's Office	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Human Resources in response to the Clay v. Cuyahoga County, Ohio (1:18-cv-02929) Settlement Agreement. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 6A: \$48,339.20 - \$67,683.20 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jennifer Frame, Associate Warden	6/7/2024	Email	Sent drafted specification
	6/14/2024	Email	Ask question
	6/18/2024	Phone call	Set up equivalencies
Michelle Henry, Warden	6/7/2024	Email	Copied on Communications
	6/14/2024		

Jim Battigaglia, Archer Consultant	6/18/2024	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/24/2024	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Imam	Class Number:	13311
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Office		

Classification Function

The purpose of this position is to assist County jail inmates in meeting their religious obligations and beliefs and to provide religious services and guidance to inmates of the Islamic faith or those who have expressed interest in Islam.

Distinguishing Characteristics

This is a journey classification that is responsible for providing religious service/counseling for inmates of Islamic background at the County jail. A person in this position will respond to inmate grievances through the inmate communication system, provide Jumah services, meet with inmates for counseling,. This classification receives general direction from the Head Chaplain and exercises independent judgment to ensure work activities are performed in a timely manner and according to policies, procedures, and regulations.

Essential Job Functions

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

- 50% +/- 10%
- Provides religious services and religious resources to inmates at the County Jail; responds to inmate grievances and fulfill the inmate's request for religious information or materials; meets with inmates to provide counseling and grief counseling; responds to inmate request for services; physically walks through the jail to be available; meets with inmates to provide religious guidance; plans and conducts religious services as scheduled; acts as liaison with an inmate's outside religious leader.
- 45% +/- 10%
- Conducts Jumah services, , religious educational programs for inmates; plans and organizes group religious activities; works with Associate Warden and Head Chaplain to coordinate religious services; coordinates and oversees the gathering of religious groups; records inmate attendance at events; provides statistical data on religious services in the jail; assists with determination of diet and food compliance within the beliefs.
- 5% +/- 2%
- Informs inmates of when a family member has passed away,; initiates the request process for an inmate who submits a request to visit a friend/family funeral.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in religious studies or related field with two (2) years of experience as a practicing Imam; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	6 years
Unrelated associate degree	5 years

Effective Date: TBD
Last Modified: TBD

Imam

Related associate degree	4 years
Unrelated bachelor's degree	3 years
Related bachelor's degree	2 years
Unrelated master's/doctoral degree	2 years
Related master's/doctoral degree	1 year

Related degrees: religious studies, theology, Islamic studies, world religions

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), software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including jail statistical data, religious pamphlets, and inmate requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, religious texts, and Sheriff's Department/Correction Center policies and directives.
- Ability to prepare sermons, religious materials, event documentation, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret religious and counseling terminology and language.
- Ability to communicate with jail management, inmates, correctional staff, correctional partners/stakeholders, other religious leaders, and the general public.

Imam

Environmental Adaptability

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

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13131	Quality Assurance Specialist	Health and Human Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Health and Human Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 11A \$64,126.40 - \$89,793.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>'Reason:</u>
Daniel Humphrey, Administrator, Office of Performance Evaluation & Innovation	4/4/2024	Email	Initial contact for job analysis meeting
	4/11/2024	Email	Reminder
	4/17/2024	Teams	Job Analysis
	4/26/2024	Email	Sent drafted specification
	5/30/2024	Email	Answer question
	6/6/2024	Email	Sent pay grade
	6/14/2024	Teams	Discuss pay grade

	6/26/2024	Email	Sent new pay grade
Jim Battigaglia, Archer Consultant	5/29/2024	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Quality Assurance Specialist	Class Number:	13321
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to lead the planning, execution, and review of quality assurance work relating to casework and policy for a Health and Human Services (HHS) agency as part of an HHS Performance Evaluation & Innovation team.

Distinguishing Characteristics

This is an entry level classification that identifies areas of casework, service delivery, and agency operations that need evaluation, and researches and develops methods to evaluate these areas. The employee in this classification works under general supervision of a manager but is expected to exercise independence and 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.

30% +/- 10%

- Investigates, develops, and implements policies and practices for casework and case-note reviews of front-line staff; conducts reviews; identifies areas of casework, service delivery, and agency operations that need evaluation; researches and develops methods suited to evaluate these areas with primary responsibility and discretion; conducts the evaluations and analyzes related reports and data, and conducts trainings related to the QA topics; reviews and evaluates results with supervisors and management; evaluates and reviews existing casework standards between policy revisions.

30% +/- 10%

- Develops performance and productivity reports for staff and contracted vendors; establishes baselines and standards for performance; evaluates, interprets, communicates, and analyzes reports; distributes and analyzes customer satisfaction surveys; provides updates on trends and areas of concern to management; recommends changes to management.

20% +/- 10%

- Develops training materials and conducts trainings for supported agency staff on specialized topics identified during quality assurance and productivity reviews; evaluates, develops, and revises training content based on new hire performances over the first two years on the job.

20% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; implements yearly and semi-annual reports; assists HHS leadership and advisory boards; supports peers and managers in unit with their duties, including administrative, software support, business intelligence functions, and policy and procedure development.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in social work, social sciences, public or business administration, or related field; and three (3) years of experience in quality assurance research and analysis, training, or other significant subject-matter-expert style support for staff in a social work agency, OR six (6) years of experience directly providing services in a related health and human services agency; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required (either/or)	
	Quality Assurance or social work supervision*	Providing services in HHS agency**
High school diploma/GED	7 years	10 years
Unrelated associate degree	6 years	9 years
Related associate degree	5 years	8 years
Unrelated bachelor’s degree	4 years	7 years
Related bachelor’s degree	3 years	6 years
Unrelated master’s/doctoral degree	3 years	6 years
Related master’s/doctoral degree	2 years	5 years

Related degree fields: no other related degrees.

**Related work experience:* policy creation, program/employee evaluation, training, training creation, data analysis, research and analysis, data reporting, quality improvement, social service work or supervision, regulatory compliance in the fields of social services, medicine, education, and/or insurance.

***Related work experience:* direct practice experience in a related HHS agency.

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 word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and data entry software (Case Management Systems, PowerBI, Tableau).

Supervisory Responsibilities

- Ability to review the work of other employees and to maintain standards.

Quality Assurance Specialist

- Ability to provide instruction and training to other employees.

Mathematical Ability

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

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 staff productivity reports, client case files, case notes, case management system reports, training materials, survey results, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, and HHS policy manuals.
- Ability to prepare agency performance measures, memos, agency productivity reports, case note reviews and summaries, County performance metrics, training materials, staff and client surveys, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret related legal terminology and language.
- Ability to communicate with agency leadership, supervisors, clients, coworkers, and community 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.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19121	Residential Child Care Contract Specialist	Health and Human Services	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created based on the CPQ of a current Senior Administrative Officer. He was deemed misclassified by HR and they requested we create a classification specific to the work he is performing.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 12A \$67,288.00 - \$94,224.00 Step Placement TBD by Human Resources
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Staffing Implications:	Employee to be transferred once classification is active.
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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>
Marcos Cortes – SPA 5	12/21/2023	Email	Review of Final Draft Response to feedback and answering question regarding employee pay Request to set up meeting Reminder Follow up Follow up Follow up
	1/25/2024	Email	
	2/5/2024	Email	
	2/21/2024	Email	
	3/1/2024	Email	
	3/13/2024	Email	
4/1/2024	Email		

	4/2/2024	Phone call	Established equivalencies and changes minimum qualifications
Kelli Neale – PO4 HR	10/26/2023	Email	Received Request for Classification
	12/14/2023	Email	Discussion regarding title
	12/19/2023	Email	Discussion regarding title
	4/25/2024	Email	Inform about new pay grade
John Kennick – Compensation Analyst	10/26/2023	Email	Received Request for Classification
	12/14/2023	Email	Discussion regarding title
	12/19/2023	Email	Discussion regarding title
	4/25/2024	Email	Inform about new pay grade
Jim Battigaglia, Archer Consultant	1/26/2024	Email	Request for Pay Grade Evaluation
	4/2/2024	Email	Request for evaluation based on new MQs

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential Child Care Contract Specialist	Class Number:	19121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Division of Children and Family Services		

Classification Function

The purpose of this classification is to lead Division of Children and Family Services' contract activities managed through the Ohio Statewide Automated Child Welfare Information System (SACWIS).

Distinguishing Characteristics

This is an advanced journey-level classification that is responsible for developing, modifying, and monitoring contract processing activities for SACWIS contracts. The incumbent works under the general direction of an administrative supervisor. The employee is expected to exercise considerable independent judgment in performing work and ensuring that the assigned activities are completed in a timely and efficient manner and according to applicable County, State, and federal regulations. This position requires an in-depth knowledge of SACWIS as well as extensive experience in the assigned program area.

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%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for contracts managed through SACWIS; assists with writing the RFP for the Out of Home Care Master Services Contract; assists with pre-bid conferences and the proposal review process; prepares and processes contracts, agreements, and related documentation by entering all pertinent vendor and contract information into SACWIS and other appropriate database system(s); tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; enters information regarding contracts into appropriate databases; acts as main point of contact for vendors to ensure clarity and accuracy regarding contract terms, rates, and services; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information (i.e., rates) to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.

10% +/- 5%

- Assists with planning and conducting monitoring in collaboration with the Division; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; works with providers to resolve issues or concerns.

Effective Date:
Last Modified:

Residential Child Care Contract Specialist

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; proposes new operations, policies, and procedures to improve processes.

5% +/- 2%

- Makes recommendations based on budget analysis on amount to be awarded when contract is being amended.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other County agencies and/or departments for funding confirmation and legal advice.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	8 years
Unrelated associate degree	6 years
Related associate degree	4 years
Unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	4 years
Related master's/doctoral degree	3 years

Related degree fields: public administration, business administration, social services

Related work experience: contract administration, contract compliance, social program analysis, social services

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Effective Date:
Last Modified:

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including contracts, contract amendments, contract status reports, certificates of liability insurance, worker's compensation insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policies and procedures/standard operating procedures, the Ohio Administrative Code, the Code of Federal Regulations, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, proposal/contract evaluation forms, debarment suspension form, certification forms, 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 and basic accounting terminology and language.
- Ability to communicate with supervisors, co-workers, vendor contacts, program contacts, the Law Department, members of external agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on occasional site visits.

Residential Child Care Contract Specialist

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11121	Manager, Tax Assessment	Fiscal Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11121	Manager, Tax Assessment	Fiscal Office	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, and language and formatting. A technology section 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:	Fiscal 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>
Bryan Dunn, Administrator, Budget Commission and Real Estate	4/16/2024	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	6/18/2018	Email	Pay grade evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/25/2024	Email	Informed about pay grade change

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Tax Assessment	Class Number:	11121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, organize, direct, and coordinate the tax cycle process for real property in the Fiscal Office and to provide managerial support to the Tax Assessment Administrator.

Distinguishing Characteristics

This is a management classification working under general direction of the Tax Assessment Administrator and responsible for performing and overseeing the activities of the Real Estate Tax Division of the Fiscal Office. This class works within a broad framework of policies, procedures, regulations, and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate 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.

55% +/- 10%

- Calculates tax property data and creates related reports; calculates and balances tax settlements; audits treasurer's office balance of collected funds; uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments, and refunds; prepares reports regarding the department's property tax operations for submission to the state; prepares presentations for stakeholders.

20% +/- 10%

- Serves as a liaison for the Fiscal Office; provides coordination between the tax assessment administrator, fiscal office staff, other county departments, and real property tax system vendors; coordinates property tax settlement with the Budget Commission; communicates with taxpayers and business developers; receives incoming requests for information, issues, and complaints and finds resolutions; advises County administration, businesses, and local municipalities on their options regarding real property tax incentives.

20% +/- 10%

- Supervises and directs the work of the Accountants, Fiscal Office workers, 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; keeps informed of provisions of labor-management agreements and their effects on departmental operations; 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%

Manager, Tax Assessment

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares resource documents and training materials; represents the Treasurer in meetings, forums, or community events; answers the public's questions; answers media questions as needed; stays up to date on current trends; manages yearly databases; develops and implements departmental policies and procedures; fulfills local tax authority's requests for county data from school boards, libraries, and Metroparks.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, computer science or a related field with five (5) years experience in accounting, tax collections, or related experience; or an equivalent combination of education, training, and 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 automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (PowerPoint) and real property tax database software (MVP).

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

Manager, Tax Assessment

- 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 petitions, split cards, complaint forms, exempt applications, forms, certifications, tax principles, ordinances, resolutions reports, forfeiture and ODT journal entries, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, Employee Handbook, computer operation manuals, Ohio Revised Code (ORC), maps, deeds, ordinances, resolutions, State Department Taxation bulletins, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, state abstracts, TIF reports, MVP reports, fiscal officer deeds, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate, ad valorem tax, and accounting terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

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
10211	Permit Coordinator	Public Works	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10211	Permit Coordinator	Public Works	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, supervisory responsibilities, and language and formatting. A technology section 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
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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>
Mellany Seay, Administrator, Operations and Finance	3/25/2024	Email	Sent drafted specification
Anthony Melaragno, Supervisor, Project Inspection	4/11/2024 4/25/2024	Email Email	Reminder Final Reminder
Jim Battigaglia, Archer Consultant	5/21/2024	Email	Pay grade evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/25/2024	Email	Informed about pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Coordinator	Class Number:	10211
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate the issuance of various permits and licenses and the maintenance of related records in accordance with established procedures.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating the issuance of various permits and licenses and maintaining related documents. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures.

Essential Job Functions

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

50% +/- 10%

- Coordinates documentation and scheduling for events held on County property (Cuyahoga County Courthouse and Huntington Park Garage); maintains spreadsheet of scheduled events on County property; ensures receipt of proper documentation for bookings of events held on County property including signed lease, correct forms, insurance certificates, notarized contracts, rental fees, and other applicable documents; prepares rental contract forms for use of County property.

20% +/- 10%

- Coordinates the issuance of permits for contractors working in Cuyahoga County communities; monitors permit application review process from initial intake to final approval; ensures that plans and specifications for contractor work affecting sewers are approved by the engineering department; ensures inspection fees for permits are paid; ensures that contractor licensing documents (bonds, insurance certificates, etc.) are up to date; issues permits to contractors to install sanitary and storm sewers for mainline, commercial, and residential connections; issues permits for capital improvement projects and road openings; schedules inspections for building inspectors; accepts payments for permits, sewer license registrations, tap-in fees, etc.; deposits monies received and submits receipts and other relevant information to the fiscal department.

15% +/- 5%

- Interacts with clients, department staff, other County departments, vendors, and the general public regarding permit, contract, and rental services; assists visitors, contractors, staff, and the general public at the front desk by providing information, services, or referrals as necessary; responds to inquiries regarding permit processes and tap-in fees; coordinates with the legal department regarding changes needed to permits for the department and contracts for events.

Permit Coordinator

15% +/- 5%

- Coordinates maintenance of records for permits, contracts, and related documents; establishes project number and project name; maintains records of all work performed for projects including inspection reports, billing, and testing; maintains records of permit activity; makes copies of permits and enters into database; sends permit numbers to the fiscal department; creates monthly and annual reports of permit activity and contractor work.

Experience Required to Perform Essential Job Functions

- High school diploma or GED supplemented with vocational/technical training and three (3) years of administrative, building permit processing, or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and multi-function printers.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, expense reports, event schedules, reference documents, sewer sketches, leases, insurance and bonding firm's permits, checks, contractor license information, roadway opening permit requests, and other reports and records.

Permit Coordinator

- Ability to comprehend a variety of reference books and manuals including departmental policies and procedures manuals, reference manuals, permit books, street guide, sewer plans, and Employee Handbook.
- Ability to prepare activity reports, monthly inspector reports, sanitation and storm permits, wedding event schedules and leases, receipts, correspondence, year-end reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and legal terminology and language.
- Ability to communicate with supervisor, staff, co-workers, consultants, contractors, inspectors, government agencies, vendors, other County employees, and customers.

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
18032	Senior Bridge Inspector	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18032	Senior Bridge Inspector	Public Works	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, minimum qualifications, and mathematical ability. A technology section was added. No change to FLSA status. Pay grade increased from an 8A to 9A.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 8A: \$54,662.40 - \$76,523.20 PG 9A: \$48,339.20 - \$67,683.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Andrew Kustek, Engineer 4	6/3/2024	Email	Sent drafted specification
	6/27/2024	Email	Informed about pay grade change
Jim Battigaglia, Archer Consultant	6/14/2024	Email	Pay grade evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	6/25/2024	Email	Informed about pay grade change

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Bridge Inspector	Class Number:	18032
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works		

Classification Function

The purpose of this classification is to inspect, evaluate, rate, and report the condition and ongoing maintenance needs of bridges, culverts, and related structures on the County system, and recommend repairs.

Distinguishing Characteristics

This is a journey-level technical classification that works under the general supervision of a senior level engineer. The employees in this class work under a framework of policies, procedures, regulations, and codes. Employees are required to have comprehensive knowledge of structural behavior and general knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures. This class is distinguished from the Bridge Inspector classification in that the Senior Bridge Inspector may provide technical supervision of that class and is required to have more specialized experience.

Essential Job Functions

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

- 50% +/- 10%
 - Visually inspects all components of bridges and culverts for deterioration and other defects; rates each structural component based on its as-built condition; works with engineers to identify the cause of all visible defects in the structure whether as a result of deterioration, construction practice, or original design; identifies and notes areas of potential failure based on anticipated deterioration, construction history, or maintenance practice; performs load rating analyses to determine structural capacity of County-maintained structures; maintains inspection equipment and supplies; plans, prepares, and schedules inspections; ensures the general safety of the worksite by confirming each team member complies with safety procedures and all inspection equipment is in proper use.
- 30% +/- 10%
 - Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; labels and organizes bridge photos on County server; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection division; documents observations of all technical work in bridge and road construction; provides reports of daily work done on a project and provides necessary profit documentation as directed; compiles inspection reports and work for distribution; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge repairs; organizes drawings for work orders; maintains and updates bridge inspection tracking and inventory databases.
- 20% +/- 10%
 - Recommends bridge repairs; provides an information base for immediate action to limit use and/or close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done; documents maintenance recommendations by entering files and pictures into the Enterprise Resource Planning system.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and three (3) years of experience in bridge inspection; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	3 years
Unrelated associate degree	2 years
Related associate degree	2 years
Unrelated bachelor's degree	1 year
Related bachelor's degree	No experience required
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	No experience required

Related degree fields: engineering, civil engineering.

- Completion of either the FHWA (Federal Highway Administration) – NHI (National Highway Institute) - 130055 - Safety Inspection of In-Service Bridges Certificate/Training or ODOT Bridge Inspection Training Level 1 and Level 2.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate an inspection van, snoopers, man-lift, motorboat, bucket truck, bucket boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.
- Ability to work in confined spaces and at heights.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), publishing/editing software (Bluebeam, Adobe Photoshop), and database software (AssetWise).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

Senior Bridge Inspector

- Ability to add, subtract, multiply and divide, calculate decimals and percentages, perform routine statistics, and perform mathematical operations involving algebra and geometry including volume, weights, yield, and load testing.

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, work orders, Ohio Department of Transportation (ODOT) structure information, consultant reports, Public Works non-redundant steel tension member inspection reports, and other reports and records.
- Ability to comprehend a variety of reference materials including the Employee Handbook, Ohio Revised Code, ODOT Manual of Bridge Inspection, American Association of State Highway and Transportation Officials Manual for Bridge Evaluation (AASHTO MBE), State and Federal bridge inspection requirements, specifications, drawings, tables, codes, and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, inspection reports, inventory reports, load rating reports, confined space entry permits, Public Works non-redundant steel tension member inspection reports, and other job-related documents using prescribed formatting 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, engineers, other agencies, 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/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, bright/dim lights, confined spaces, and heights.

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