



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: July 6, 2023

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the July 12, 2023, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Appraisal System Administrator 16311	17B Exempt	17B Exempt (No Change)	Information Technology
Communications Specialist 10151	11A Exempt	11A Exempt (No Change)	Communications
Senior Communications Specialist 10152	12A Exempt	12A Exempt (No Change)	Communications
Senior Development Housing Specialist 21022	11A Exempt	12A Exempt	Development

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16311	Appraisal System Administrator	Information Technology	Exempt	17B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16311	Appraisal System Administrator	Fiscal Office	Exempt	17B

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	This classification has been functionally supervised by the Fiscal Office for the past few years. The change in departments from Information Technology to the Fiscal Office effectuates this change.
-------------------	---

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Information Technology, Fiscal Office
---------------------------	---------------------------------------

<b>Fiscal Impact:</b>	None. No Change to PG or FLSA Status.
-----------------------	---------------------------------------

<b>Staffing Implications:</b>	Current employee will be transferred to a different department.
-------------------------------	---

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, HR	6/2/2023	Email	Question Regarding the Change
Neil Winans- Manager, Residential/Agricultural Appraisal	6/2/2023	Email	Question Regarding the Change
Lou Gentile – Manager, Commercial/Industrial Appraisal	6/2/2023	Email	Question Regarding the Change
Michael Chambers – Chief Fiscal Officer	6/2/2023	Email	Question Regarding the Change

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Appraisal System Administrator	<b>Class Number:</b>	16311
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17B
<b>Dept:</b>	Fiscal Department		

## Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

## Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. This position has no supervisory responsibilities.

## 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%
  - Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
  - Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
  - Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
  - Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

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

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

## Appraisal System Administrator

### **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 peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine and advanced 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 a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Appraisal System Administrator

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10151	Communications Specialist	Communications and Health and Human Services	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10151	Communications Specialist	Communications and Health and Human Services	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Health and Human Services was added to the departments. A technology section was added. Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. No change to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	Two (2)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Communications and Health and Human Services
---------------------------	--

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4	5/9/2023	Teams Meeting	Discuss requested changes
Jim Battigaglia, Archer Consultant	5/31/2023	Email	Pay grade evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Communications Specialist	<b>Class Number:</b>	10151
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Communications and Health and Human Services		

## Classification Function

The purpose of this classification is to write and develop internal and external communication collateral for Cuyahoga County's Communications and Health and Human Services (HHS) Departments.

## Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing, and delivering public relations, marketing, and informational materials. Employees in this classification work under general supervision of a manager 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 functions may vary based on individual employee job assignment.

## 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 and writes internal and external communication collateral for assigned department; develops communication collateral (including press releases, newsletters, employee communications, web writing, blog posts, long-form articles, podcasts, videos, County business, and various campaigns and social media posts); designs, prints, and installs both digital and physical signage; maintains relationships with subject matter experts from different County departments, the media, and other outside sources; updates web pages for various County websites; researches information to prepare for writing stories using online, in-print, and authoritative sources; gathers input from relevant stakeholders and subject matter experts for press release development, blog posts, and media; reviews and analyzes data gathered from sources for content production; collaborates with all County agencies to develop their communication strategies and tactics; develops online surveys to understand the County and community's perspective on specific issues.

35% +/- 10%

- Proposes and develops ideas and strategies to enhance the County's public image; communicates with media personnel regarding Cuyahoga County stories or press releases; facilitates interviews for news media; monitors media coverage via online resources and social media; drafts and/or pitches ideas for approval by the Chief Communications Officer or Council; assists with creating speeches and presentations for County departments and directors; assists in promotion of employee events.

10% +/- 10%

- Reviews, coordinates, and responds to public records requests for assigned department; utilizes storage software to log and track requests; gathers materials and information to send in response to requests; assists with public records audits by answering questions and providing information.

## Communications Specialist

5% +/- 2%

- Develops, coordinates, and executes community education and outreach events; ensures County missions, vision, and values are reflected in content and event materials; researches event opportunities; applies and registers for events on behalf of County agencies' communication plans; coordinates with other County offices for scheduling, volunteers, logistics, and attending and monitoring public engagement during an event.

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

- Bachelor's degree in public relations, communications, or related field with three (3) years of public relations, marketing communications, or journalism experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of 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), or design software (Adobe Cloud Suite).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and 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.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, drafts of newsletters, press releases, and speeches, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, agency policies and procedures manual, and County branding standards.

## Communications Specialist

- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, internal innovation and performance report, 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 public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10152	Senior Communications Specialist	Communications	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10152	Senior Communications Specialist	Communications and Health and Human Services	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Health and Human Services was added to the departments. A technology section was added. Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. No change to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Communications and Health and Human Services
---------------------------	--

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4	5/9/2023	Teams Meeting	Discuss requested changes
Jim Battigaglia, Archer Consultant	5/31/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Communications Specialist	<b>Class Number:</b>	10152
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Communications and Health and Human Services		

## Classification Function

The purpose of this classification is to develop strategic communications and ensure internal and external communications for Cuyahoga County's Communications or Health and Human Services (HHS) departments meet department standards.

## Distinguishing Characteristics

This is an advanced journey level classification with responsibility for developing strategic communications, leading day-to-day operations and projects, and ensuring internal and external County communications meet department standards. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative. This class is distinguished from the Communications Specialist by its lead worker responsibilities and increased planning and project management responsibilities. Essential functions may vary based on individual employee job assignment.

## 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%
- Plans, directs, and coordinates various communications projects; creates and tracks calendar of content for the year; delegates tasks to team members and oversees completion; develops and monitors project schedules; ensures completed projects meet department standards.
- 25% +/- 10%
- Initiates, develops, and maintains working relationships with key individuals from other departments for the purpose of keeping open lines of communication and sourcing stories; provides support to other County departments and agencies regarding communications issues; responds to requests for information from other agencies; coordinates with departments for various events; provides training on web-writing and production; acts as a resource for best practices on external communications.
- 20% +/- 10%
- Develops and leads proactive messaging and content within area of expertise; conceptualizes and creates communications for area of responsibility from creation through delivery; ensures all content produced is tied to county brand and strategy; assists with reviews of communications to ensure that branding is coordinated and followed throughout platforms.
- 10% +/- 5%
- Produces verbal and written content for internal and external partnerships including editorials, newsletters, speeches, brochures, websites, and magazines; gathers pertinent information and directs delivery; integrates department strategic goals and County branding principles with knowledge of design and communication principles to produce content; plans and coordinates press conferences, media, and special events; manages County Executive Office social media accounts..

## Senior Communications Specialist

10% +/- 5%

- Researches and remains informed about new technologies and tools for content production; makes recommendations for purchase and use of new technologies/tools; develops and recommends communication strategies; ensures that central brand ideas are aligned across various platforms/tools.

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

- Bachelor's degree in public relations, communications, or related field with five (5) years of public relations, marketing communications, or journalism experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of 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), design software (Canva), and marketing software (Constant Contact).

#### **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.
- Requires excellent written and verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, newsletters, requests for proposals (RFPs), requests for quotes (RFQs), requests for information (RFIs), and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, agency policies and procedures manual, and County branding standards.

## Senior Communications Specialist

- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, correspondence, blogs, newsletters, annual reports, communication plans, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to upper level management.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, media personnel, and the 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
21022	Senior Development Housing Specialist	Development	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21022	Senior Development Housing Specialist	Development	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to the distinguishing characteristics, job functions, and language and formatting to reflect added department. A technology section was added. Pay grade increased from 11A to 12A
-------------------	--

<b>No. of Employees Affected:</b>	Two (2)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Development and Housing and Community Development
---------------------------	---

<b>Fiscal Impact:</b>	PG 11A: \$62,878.40 - \$88,025.60 PG 12A: \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
-----------------------	---

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Sara Parks-Jackson, Director, Housing and Community Development	5/10/2023	Email	Send classification draft
Sara Parks-Jackson, Director, Housing and Community Development	5/29/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	5/31/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Development Housing Specialist	<b>Class Number:</b>	21022
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Development		

## Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower-level housing development staff.

## Distinguishing Characteristics

This is a supervisory level classification that assists with the administration and management of the County's housing and development programs. This class works under the direction of the Administrator or Director, Housing and Community Development and receives instruction or assistance only as unusual situations arise and is expected to exercise a high level of independent judgment and initiative. The employee is expected to be fully aware of relevant regulations, policies, and procedures and ensures that all project are completed in a timely and efficient manner. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation and process and program improvement and supervising the lower-level class.

## 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%
- Assists with the administration and management of the County's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts completes environmental reviews for required projects; collaborates with management and consultants to complete the required HUD 5 year and annual plans.
- 20% +/- 10%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; collaborates with management to develop new or revised programs and procedures; retrieves data regarding grant funded project units and costs in order to record, assess, analyze, and report to management and stakeholders.
- 15% +/- 5%
- Supervises Development Housing Specialists; 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

## Senior Development Housing Specialist

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

10% +/- 5%

- Performs supporting administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting; attends meetings regarding future and proposed initiatives for receiving grant funding.

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

- Associate degree in business administration, urban studies, public administration, or related field with five (5) years of community or economic development experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a car.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (US Treasury Portal, HUD Integrated Disbursements and Information system (IDIS), HEROS system, and ClearPoint).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

## **Language Ability & Interpersonal Communication**

- 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. Requires discretion in determining and referencing such established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, , correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, the Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, 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.*