



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: July 30, 2026

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the August 5, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Co-Director, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Administrator 2, Performance Improvement 13391	17A Exempt	All Departments
Manager, Performance Improvement 13381	15A Exempt	All Departments
Permit Technician 10341	5A Non-Exempt	Fiscal

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Benefits Analyst 14071	9A Exempt	9A Exempt (No Change)	Human Resources
Crime Stoppers Coordinator 12145	7A Non-Exempt	7A Non-Exempt (No Change)	Sheriff
Manager, Witness Victim Services 12061	15A Exempt	15A Exempt (No Change)	Public Safety & Justice Services
Manager, Emergency Management 12094	16A Exempt	16A Exempt (No Change)	Public Safety & Justice Services
Manager, Payroll 14032	15A Exempt	16A Exempt	Fiscal
Performance Consultant 10221	13A Exempt	13A Exempt (No Change)	Information Technology & Health and Human Services

Radio Dispatch Coordinator 15191	3A Non-Exempt	3A Non-Exempt (No Change)	Public Works
Supervisor, Building Maintenance 15081	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Supervisor, Payroll 14031	11A Exempt	12A Exempt	Fiscal
DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS		DEPARTMENT
Chief Toxicologist 12311	21A Exempt		Medical Examiner
Supervisor, Drug Chemistry Laboratory 12264	17A Exempt		Medical Examiner
Supervisor, Fingerprints Laboratory 12244	17A Exempt		Medical Examiner
Supervisor, Firearms/Toolmark Laboratory 12284	17A Exempt		Medical Examiner
Supervisor, Forensic DNA Lab, DNA Tech & Training Laboratory 12234	21A Exempt		Medical Examiner
Supervisor, Parentage Laboratory 12291	17A Exempt		Medical Examiner
Supervisor, Toxicology Laboratory 12254	17A Exempt		Medical Examiner
Supervisor, Trace Evidence Laboratory 12274	17A Exempt		Medical Examiner

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13391	Administrator 2, Performance Improvement	All Departments	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Social Program Administrator 4, and this position is being created to reflect the specific duties of this position. 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:	All Departments
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Fiscal Impact:	PG 17A \$94,681.60 - \$132,516.80 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):	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>
Daniel Humphrey - Administrator, Office of Performance Evaluation & Innovation	10/2/2025	TEAMS Meeting	Meeting to discuss positions org structure and job functions Review of Final Draft Confirmation of Changes
	2/10/2026	Email	
	6/10/2026	Email	

Kelli Neale (PO4) and John Kennick (Senior Manager, Compensation & HRIS), HR	7/27/2026	Email	Pay Grade Notification
Jim Battigaglia, Archer Consultant	06/10/2026	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator 2, Performance Improvement	Class Number:	13391
FLSA:	Exempt	Pay Grade:	17A
Dept:	All Departments		

Classification Function

The purpose of this classification is to oversee multiple specialized teams responsible for designing, evaluating, and improving the processes used by a County agency as well as advise the director on operational management and strategic direction.

Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing the agency's initiatives for casework quality assurance, performance improvement projects, business intelligence, professional development, regulatory compliance, and use and analysis of software applications. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. In conjunction with other upper management, the incumbent participates in determining the direction, goals, and objectives of the policies, programs, and operations of the assigned agency. This position is distinguished from Administrator 1, Performance Improvement in that the Administrator 1 is supervising 1-2 employees in various functions as opposed to multiple teams.

Essential Job Functions

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

25% +/- 10%

- Partners with agency leadership to plan and implement agency initiatives, operations, policies and procedures, continuous quality improvement, programs, software applications, data analysis, staff training, and compliance risks; plans and implements long-term strategic efforts to improve agency work quality and efficient use of agency resources; prepares briefings and data analyses for agency leadership on operational issues; supports agency planning efforts to prepare the social services system for anticipated shifts in population needs, funding models, or federal/state oversight structures; works with agency Director to develop staffing plan and budget justifications; identifies, plans, and monitors operational and training changes within the agency in response to changing state and federal regulatory requirements and policy shifts in funded programs; applies, monitors, and reports on grants and grant-related projects.

25% +/- 10%

- Directs agency's performance improvement projects and initiatives; oversees business intelligence and data analysis activities for the agency; oversees external regulatory compliance and internal procedural policymaking; plans and initiates change management efforts tied to structural/policy changes affecting agency service delivery; researches policy, best practice principles, and data-related information for continuous quality improvement plans for the assigned agency; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management; manages crisis interventions when QA identifies critical errors.

15% +/- 5%

Administrator 2, Performance Improvement

- 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; works with the union on staff complaints or changes to bargaining staff operations; plans organization structure and evaluates and implements changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Directs use and support of software in agency operations; works with the IT Department to direct and prioritize software design for agency use; contributes to long-term software development and pilot cycles of state management software; administers state case management software; coordinates responses to emergency software failures or data issues impacting service delivery; directs and coordinates timing and launch of software upgrades or scheduled software updates with IT teams and agency management.

10% +/- 5%

- Acts as a liaison to State and Federal agencies for technical and regulatory matters; represents assigned agency at State of Ohio meetings and advocacy organizations.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; oversees reviews and County, state, and federal audits of agency casework; oversees training and professional development for agency staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public administration, social work, or a related field with nine (9) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency including 5 years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor's degree	13 years
Related bachelor's degree	13 years
Unrelated master's/doctoral degree	13 years
Related master's/doctoral degree	9 years

**Five (5) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: social services, social work, accounting, business administration, psychology, public health, behavioral health, education.

Related work experience: None

Additional Requirements

Effective Date: TBD
Last Modified: TBD

- 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), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), data visualization software (Tableau, Power BI), data reporting software (SQL Server Reporting Services), and project management software (Jira, Smartsheets).

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, perform routine statistical calculations, perform basic algebra, and interpret advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including reports (i.e., - agency performance reports, monthly, quarterly, and annual reports, statistical reports), corrective action plans, audit findings, County and agency strategic plans and leadership directives, performance assessments, agency policy and procedure guides, research studies, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga

Administrator 2, Performance Improvement

County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.

- Ability to prepare statistical reports, reports (i.e., – performance reports, year-end reports), policy and practice decision memos, agency performance assessments, project chargers, best practice reports, policies and procedures, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language related to assigned area.
- Ability to communicate with agency Director, Administrators, and middle management, State of Ohio's Technical Assistance and Compliance Management groups, IT department and vendors, subordinate employees, other County departments, policy review group, and other County 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
13381	Manager, Performance Improvement	All Departments	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Social Program Administrator 3, and this position is being created to reflect the specific duties of this position. 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:	All Departments
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Fiscal Impact:	PG 15A \$81,536.00 - \$114,129.60 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>
Daniel Humphrey - Administrator, Office of Performance Evaluation & Innovation	10/2/2025	TEAMS Meeting	Meeting to discuss positions org structure and job functions Review of Final Draft Confirmation of Changes
	2/10/2026	Email	
	6/10/2026	Email	

Kelli Neale (PO4) and John Kennick (Senior Manager, Compensation & HRIS), HR	7/27/2026	Email	Pay Grade Notification
Jim Battigaglia, Archer Consultant	06/10/2026	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Performance Improvement	Class Number:	13381
FLSA:	Exempt	Pay Grade:	15A
Dept:	All Departments		

Classification Function

The purpose of this classification is to oversee a team responsible for casework quality assurance, staff training and development, and compliance with internal, state, and federal corrective action plans.

Distinguishing Characteristics

This is a manager level classification with responsibility for overseeing a team responsible for casework quality assurance (QA), staff training and development, policy and procedure management, and compliance with internal, state, and federal corrective action plans. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. The incumbent gives recommendations to management on the direction, goals, and objectives of the policies, programs, and operations of the assigned department.

Essential Job Functions

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

25% +/- 10%

- Manages assigned performance improvement projects and initiatives related to agency activities; evaluates quality improvement projects and their impact on program outcomes; oversees external regulatory compliance and internal procedural policymaking; researches policy, best practice principles, and data-related information for continuous quality improvement plans for assigned agency; evaluates outcomes of quality improvement initiatives and determines if continuation, revision, or end of initiative is warranted.

25% +/- 5%

- Manages training and development programs for new and existing staff; plans, reviews, and adjusts onboarding and training for new hire cohorts; coordinates employee refresher trainings based on review findings, regulatory updates, or emergency agency initiatives in coordination with agency management; plans individual remediation/support for struggling new hires; evaluates effectiveness of recent training cohorts; identifies necessary updates to instructional strategy or content based on evaluation.

20% +/- 10%

- 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; works with the union on staff complaints or changes to bargaining staff operations; assists with planning unit structure and evaluates and implements

Manager, Performance Improvement

changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Advises agency management on unit operations, program policy, and compliance; oversees procedure and policy development for new or revised functions or requirements; reviews training and case review data to identify trends and adjust unit priorities; makes updates to training curriculum or quality assurance tools to reflect policy changes, system enhancements, or operational issues; oversees analysis of quarter case reviews and training data to inform year end planning and resource allocation; evaluates long-term impact of QA and training programs on service delivery, compliance rates, and workforce readiness; prepares briefings for agency leadership on operational issues.

10% +/- 5%

- Oversees quality reviews and audits of agency work; oversees implementation of corrective action plans including audit responses, compliance reporting, and corrective action projects; develops weekly tasks and schedules for QA and training teams; reviews team's progress on active compliance or corrective action plan items and adjusts work to meet deadlines; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; coordinates and attends meetings; maintains required records of operations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public administration, social work, or a related field with seven (7) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency including 4 years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor's degree	11 years
Related bachelor's degree	11 years
Unrelated master's/doctoral degree	11 years
Related master's/doctoral degree	7 years

**Four (4) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: social services, social work, accounting, business administration, psychology, public health, behavioral health, education.

Related work experience: None

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), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), data visualization software (Tableau, Power BI, SSRS), and project management software (Jira, Smartsheets, Microsoft Planner).

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, perform routine statistical calculations, and apply the principles of basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including QA review summaries, external audit requests, external audit findings, corrective action status reports, training curriculum and materials, policy and regulatory updates, new hire schedules, policy and procedure drafts, data tracking dashboards, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.

Manager, Performance Improvement

- Ability to prepare briefing documents, corrective action plans and progress reports, audit findings, training evaluation summaries, internal department process guide, curriculum revision summaries, performance assessments, department policy and procedure improvement memos, team decision making reports, case review reports, research studies, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret child welfare and related legal terminology and language.
- Ability to communicate with agency Director, Administrators, and middle management, IT department, subordinate employees, IT department, quality assurance peers at other counties, other County departments, external auditors, and other County 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
10341	Permit Technician	Fiscal	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Fiscal Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal
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Fiscal Impact:	PG 5A: \$47,008.00 - \$65,832.00 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>
Dawn Ford, Appraisal Permit Coordinator	4/29/2026 5/15/2026 5/15/2026	Email	Sent drafted specification Respond to comments Answer question
David Molnar, Administrator, FS Building Official	5/18/2026 6/10/2026 7/6/2026		Ask question Pay grade notification Update

Jim Battigaglia, Archer Consultant	5/28/2026	Email	Pay Grade Evaluation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Technician	Class Number:	10341
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Fiscal		

Classification Function

The purpose of this classification is to perform advanced administrative and technical functions that ensure the efficient and accurate operation of the Building Department's permit processing activities.

Distinguishing Characteristics

This is an entry-level classification with the responsibility of independently receiving and processing building permit applications, coordinating and scheduling inspections maintaining records, providing customer service, and performing related functions essential to the permit process. This class works under direct supervision of the Administrator, FS Building Official. Incumbents are expected to exercise sound judgment, manage workflow efficiently, and ensure all activities are completed accurately, on schedule, and in compliance with 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.

45% +/- 10%

- Receives and processes building permit applications; verifies required information; ensures applications are complete; identifies applications that need correction or follow-up; prepares files; sends applications to appropriate routes; schedules inspections based on inspector workload; prioritizes same-day inspection requests and assigns them to available inspectors; reviews upcoming permit and inspection volume trends to adjust upcoming scheduling priorities; assigns permit numbers; issues permits; Ensures fees are collected and prepares fee receipts;

20% +/- 10%

- Provides customer service to developers, municipalities, contractors, and the general public; provides assistance via email, phone, or in person; explains building permit procedures; answers questions about the permit process; provides building and property information.

20% +/- 10%

- Maintains records and documentation; scans, files, and updates electronic records; maintains permit files; ensures accuracy and retention; prepares building-related reports; complies permit activity and inspection totals; maintains processing of permit receipts, fee payments, and documentation.

15% +/- 5%

- Performs supporting administrative responsibilities; performs research as required; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with special events and projects; participates in planning efforts such as system updates, procedure updates, or records transitions.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with three (3) years of experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	3 years
Related/Unrelated associate or bachelor's degree	2 years
Related/Unrelated master's/doctoral degree	1 year

Related work experience: administrative or clerical work, permitting experience, office administrator, records technician, zoning clerk, permit clerk, or building department

- International Code Council (ICC) Permit Technician Certification required

Additional Requirements

- No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

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

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including permit applications, construction plans, and other reports and records.

Permit Technician

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, codes and regulations adopted by the Ohio Board of Building Standards, departmental policies and procedures, and applicable state and local requirements related to recordkeeping, documentation, and public records.
- Ability to prepare permit records, fee calculations, internal review requests, inspection schedules, activity reports, and any other job-related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal terminology and language.
- Ability to communicate effectively with managers, supervisors, clients, co-workers, contractors, inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
14071	Benefits Analyst	Human Resources	Exempt	9A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
14071	Benefits Analyst	Human Resources	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Human Resources
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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>
Adrienne Nickerson, Manager, Employee Benefits	6/24/2026 7/22/2026	Email Email	Sent drafted specification Pay grade notification
Jim Battigaglia, Archer Consultant	7/6/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Benefits Analyst	Class Number:	14071
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs and to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees receive general direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

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%

- Assists Benefits Manager with day-to-day administration of the County's benefits programs; processes benefit changes, new hire and qualifying life event enrollments, and terminations; revises and updates benefits plan documents; reviews data to ensure that payroll deductions are correct; updates payroll deductions for retroactive coverage and benefit adjustments; receives employee requests for changes to benefits plans and determines whether an employee is eligible; prepares and disseminates information about employee benefits; calculates retroactive benefits deductions due to benefits changes; prepares notifications and invoices for employees on unpaid leave; removes ineligible dependents from employee benefits and notifies employee; processes Evidence of Insurability approvals and denials; submits enrollment information for ineligible dependents and employees on unpaid leave into vendor system for COBRA eligibility as appropriate; receives checks for benefits payments and submits for processing; prepares and submits death claims to vendor; performs audits of benefits information as necessary; develops and delivers presentations and educational sessions regarding employee benefit programs to employees, new hires, and other stakeholder groups.

25% +/- 10%

- Acts as a point of contact for benefits program related support and communications; provides support and assistance to County employees, beneficiaries, and Human Resources with benefits plan options, eligibility, and claim questions and issues; responds to telephone and email inquiries from County employees and resolves or refers issues as appropriate; assists beneficiaries through the claims process for deceased employees and their dependents; coordinates with other County departments, vendors, and consultants to resolve issues or communicate information (e.g., vendor system issues, HRIS system issues, advise of enrollment updates, etc.).

Benefits Analyst

25% +/- 10%

- Performs benefits program related data entry and reporting; performs data entry and updates to HRIS and vendor systems for benefits related data; reviews reports (e.g., vendor error reports, vendor reconciliation reports, MSA reconciliation reports, etc.) in vendor and HRIS systems, identifies discrepancies, and resolves errors; creates various biweekly and monthly reports (e.g., eligibility reports, retroactive deductions reports, FSA reports, DOE reports, Flex roster, invoice numbers, etc.); tracks benefits accounts payable vendors; tracks account funds to alert business account manager when funds are low and need to be renewed.

10% +/- 5%

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

5% +/- 2%

- Supports open enrollment by performing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system creation, testing, and verification.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or a related field of study with three (3) years of benefits administration experience; **or any equivalent combination of education, training, and experience as defined below.**

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

Related degree fields: human resource management, labor relations, employment relations, communications.

Related work experience: data entry, customer service, human resources, benefits.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft Access), HRIS software (S3 Payroll, GHR), and benefits administration software (WageWorks, CVS, Guardian, P&A, etc.).

Supervisory Requirements

- No supervisory responsibilities required.

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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, invoices, claims details, reconciliation reports, eligibility reports, budgetary information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Health Insurance Portability and Accountability Act (HIPAA), Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Internal Revenue Service (IRS) Guidelines, and Benefits Manual.
- Ability to prepare benefits and wellness communications, presentations, notices, invoices, various reports, billing statements, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource benefits terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employees' dependents, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12145	Crime Stoppers Coordinator	Sheriff's Department	Non-Exempt	7A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12145	Crime Stoppers Coordinator	Sheriff's Department	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Sheriff's Department
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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>
Donald Gerome, Deputy Sheriff, Captain	5/12/2026	Email	Sent drafted specification
	5/29/2026	Email	Reminder
	6/15/2026	Email	Final Reminder
	7/22/2026	Email	Pay grade notification
Jim Battigaglia, Archer Consultant	7/6/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Stoppers Coordinator	Class Number:	12145
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to plan, direct, and implement the day-to-day operations of the Crime Stoppers Program.

Distinguishing Characteristics

This is an entry level classification that reports to the Deputy Sheriff Captain with responsibility for overseeing the Crime Stoppers program following a framework of well-defined policies, procedures, regulations, and guidelines. The incumbent exercises discretion in handling anonymous tips involving violent crimes that are committed in Cuyahoga County.

Essential Job Functions

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

70% +/- 10%

- Plans, directs, coordinates the operations of the Crime Stoppers program; monitors 24-hour hotline, web, and text tips; maintains security and anonymity of tips; utilizes data system to obtain crime tips; forwards anonymous tips to the proper law enforcement agency and requests dispositions; updates data into system to document received tips; collaborates with law enforcement to send, receive, and follow up on crime cases; utilizes law enforcement database systems to research incoming tips; participates in committee-based decision-making to recommend and/or develop program operations; develops plans for implementing the selected course of action including resource and time estimates; facilitates the implementation of proposed plans.

10% +/- 5%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, and/or procedures; conducts program needs analysis; researches and initiates surveys to determine best practices and strategies; compiles results to identify areas of inadequacy in the program; researches tips received for authenticity; responds to requests for information; makes recommendations to improve direction, goals, and objectives of the program.

10% +/- 5%

- Maintains records; compiles, records, and updates information and documents in paper and/or electronic filing systems; establishes a recordkeeping system for documentation and retrieval; maintains and organizes confidential documents in electronic/hardcopy formats for storage and recordkeeping; utilizes scanning software to copy/scan documents to create digital images of documents.

5% +/- 2%

- Serves as program liaison; conducts interviews concerning the Crime Stoppers program; recommends crimes to be featured on media outlets; monitors and updates website and social media pages to include wanted fugitives and to help identify homicide rewards; select fugitives to be featured on weekly television segments and sends information to news stations; assists with media

Crime Stoppers Coordinator

productions; attends meetings and seminars; assists families by offering rewards through Crime Stoppers program; meets with tipsters to make arrangements for financial reward payouts; collaborates with advertising agency for placement of billboards, bus signage, shelter signage, potential item purchases, and posting accuracy.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, agendas, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains office supply inventory; develops presentations including information on upcoming events, financial reports, general operations, and tip rewards for approval; revises operational systems, policies, and/or procedures; provides invoices and supporting documents for grant reimbursement; reconciles bank accounts and prepares financial reports; processes incoming checks; makes deposits into multiple bank accounts; pays bills and enters information into accounting software.

5% +/- 2%

- Coordinates board meetings to include scheduling, invitations, catering, location preparation, and presentations; attends outreach events and safety fairs; transcribes board member decisions and requests into written correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice or a related field with one (1) year of law enforcement experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	4 years
Unrelated associate degree	3 years
Related associate or unrelated bachelor's degree	2 years
Related bachelor's degree	1 year
Related/Unrelated master's/doctoral degree	0 years

Related degree fields: criminology, forensic science, public administration

Related work experience: administrative, program management

- 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 office machines including a computer, calculator, and multi-function printer.

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), photo editing software (Microsoft Paint), accounting software (QuickBooks), and data entry software (Tipsoft).

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

- 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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including anonymous tips, checks, fugitive lists, invoices, billing reports, financial reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, and by-laws of the Crime Stoppers program.
- Ability to prepare weekly activity reports, tip rewards, annual reports, media releases, invoices, financial reports, financial charts, tip volume reports, board meeting agendas and minutes, wanted posters, reward posters, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic terminology, and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, local and federal law enforcement, Crime Stoppers board members, other County employees, anonymous tipsters, media, community activists, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, wetness, humidity, disease, and bodily fluids.

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
12061	Manager, Witness Victim Services	Public Safety & Justice Services	Exempt	15A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12061	Manager, Witness Victim Services	Public Safety & Justice Services	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jill Smialek, Deputy Director, Public Safety and Justice Services	7/1/2026	Email	Sent drafted specification
	7/7/2026	Email	Asked question
	7/22/2026	Email	Pay grade notification
Jim Battigaglia, Archer Consultant	7/8/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Witness Victim Services	Class Number:	12061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness Victim Service Center and the Family Justice Center. This class works under administrative direction from the Deputy Director, and requires the analysis and solution of operational, technical, administrative, and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

25% +/- 10%

- Manages all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; researches current best practices; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; works with budget officers and department administrators to monitor and approve expenditures of division budget and upcoming contracting needs; ensures client satisfaction and with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center; oversees maintenance of online case management system.

15% +/- 5%

- Supervises and directs the work of Witness Victim Service Center and Family Justice Center employees, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; provides case consultation; 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.

15% +/- 5%

- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.

15% +/- 5%

- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements including writing applications, completing and submitting reports, and participating in site visits; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts; searches for grant opportunities to develop and implement new programs.

15% +/-5%

- Functions as a liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.

15% +/-5%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; attends various trainings, meetings, and conferences; assists in the preparation of presentations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, social administration, or related field with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/any associate or unrelated degree	Screened out
Related bachelor's degree	8 years
Related master's degree	6 years
Related doctorate degree	4 years

**each education level must include 3 years of supervisory experience*

Related degree fields: legal studies, criminal justice, criminology, sociology, or psychology, law enforcement, program development, grant management, Juris Doctorate

Related work experience: victim advocacy, counseling/therapy, social work, law enforcement, prosecution, family law legal services

- Must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.
- Must be an Ohio Revised Code Child Abuse Mandated Reporter.

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), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), and database software (JAdvocate Information Systems).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-to-high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, timesheets, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, financial reports, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, criminal, domestic, juvenile, and civil codes and regulations, treatment and advocacy publications, Violence Against Women Act, Victims' Rights laws, Family Justice Council (FJC) Guidelines, and the Ohio Revised Code.

Manager, Witness Victim Services

- Ability to prepare employee performance evaluations, monthly, annual, and semi-annual statistical reports, grant applications, statistical reports, correspondence, purchase orders, contracts, meeting agendas, client records, contract evaluation forms, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and accounting terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence and disease/bodily fluids.

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
12094	Manager, Emergency Management	Public Safety & Justice Services	Exempt	16A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12094	Manager, Emergency Management	Public Safety & Justice Services	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Contact(s):			
Jill Smialek, Deputy Director, Public Safety and Justice Services	6/11/2026	Email	Sent drafted specification
	6/24/2026	Email	Reminder
	7/22/2026	Email	Pay grade notification
Jim Battigaglia, Archer Consultant	7/8/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Emergency Management	Class Number:	12094
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide oversight of the day-to-day operations and long-term strategic goals for the Cuyahoga County Office of Emergency Management as well as management of the County's Emergency Operations Center (EOC) during emergencies.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing operations of the Office of Emergency Management. This class works under administrative direction from the Public Safety and Justice Services Deputy Director and Director. Work requires the assessment and resolution of operational, technical, administrative, and management problems related to emergency management. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner. This position is required to be on-call during times outside of traditional business hours – such as evenings, weekends, and holidays – for emergency situations.

Essential Job Functions

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

45% +/- 10%

- Manages operations of the Cuyahoga County Office of Emergency Management; develops, recommends, and directs implementation of policy and procedures pertaining to operations within the Office of Emergency Management; monitors and approves expenditures from the Office's budget; monitors and interprets legislation pertaining to emergency management program administration; develops and implements initiatives and special projects that improve public safety capabilities in Cuyahoga County and among public safety stakeholder agencies; oversees the development and maintenance of emergency management plans for the County government and provides technical assistance on planning processes for external stakeholders; serves on and leads various boards, committees, and task forces; ensures compliance with the Emergency Management Accreditation Program (EMAP).

20% +/- 10%

- Leads the overall management of the County's Emergency Operations Center (EOC) during activations, exercises, trainings, and pre-planned incidents; serves as a liaison to federal, state, municipal, and private agencies to coordinate emergency planning and response activities as well as for general networking purposes; conducts short- and long-term planning for response and recovery needs during emergency situations; coordinates the implementation of public safety trainings, drills, and exercises; leads or participates in after-action review process and documentation following exercises or real-life incidents including strategizing improvements to emergency plans and operations; ensures readiness of County Drone Team to respond to emergency requests and pre-planned incidents.

Manager, Emergency Management

15% +/- 5%

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

5% +/- 2%

- Oversees public education initiatives and dissemination of information to the public; prepares and provides presentations and public education regarding emergency planning and safety; serves as public information officer when needed and in disaster situations by providing interviews to various media.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares reports, audits, Request for Proposals (RFPs), Request for Qualifications (RFQs), and grant proposals; prepares and monitors contractual agreements with vendors; maintains the certificate of authorization for the County Drone Team; prepares and provides documentation necessary for EMAP accreditation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management or related field with six (6) years of emergency management experience including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated bachelor's degree	7 years
Related bachelor's degree/unrelated graduate degree	6 years
Related master's/PHD degree	4 years

**each level of education requires 3 years of supervisory experience*

Related degree fields: homeland security, public health, public administration, business administration, public safety, criminal justice, and criminology.

Related work experience: public safety, public administration, homeland security, first responder experience.

- Have successfully completed FEMA Independent Study Courses – National Incident Management System (NIMS) ICS 100, 200, 300, 400, 700, and 800.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

Manager, Emergency Management

- Must have completed or complete within three (3) years of hire the current training requirements prescribed for county directors by the Ohio Emergency Management Agency, per their authority as legislated in Sections 5502.25, 5502.26, 5502.27, and 5502.271 of the Ohio Revised Code. The most current *County Director Training Requirements* can be obtained from the Ohio Emergency Management Agency's Training and Exercise Division.

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.
- Ability to operate drones, land mobile radio, and audio video integration equipment.
- Ability to walk for a prolonged period of time and to balance and climb.

Technology Requirements

- Ability to operate a variety of software applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), database software, presentation software (Microsoft PowerPoint), electronic mail software (Microsoft Outlook), equipment inventory software, mass notification platforms, grant application management (FEMA), and other software as needed.

Supervisory Responsibilities

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

Mathematical Ability

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

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 such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including timesheets, mileage and expense reports, legislation, notice of funding awards, grant application guidelines, school emergency plans, billing invoices, resumes, external emergency planning documents, alerts (i.e., weather,

Manager, Emergency Management

intelligence bulletins, radioactive materials shipments, etc.); project plans, contracts, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including but not limited to agency standard operating procedures (SOPs or SOGs), the Cuyahoga County Employee Handbook, Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), Federal Code of Federal Regulations, Federal Laws such as the Stafford Act of 1988 and the Disaster Mitigation Act of 2000, Emergency Management Accreditation Program standards, and Federal and State publications.
- Ability to prepare grant applications, grant update reports, situation reports, incident action plans, presentations, metrics and productivity reports, emergency plans, performance evaluations, RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management, public safety, and related legal terminology and language (ICS, NIMS).
- Ability to communicate with various boards and committees, local, state, and federal government officials, department leadership, County Prosecutor, consultants, vendors, public safety partners, law enforcement personnel, fire service personnel, other emergency management professionals, division employees, other County employees, media, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations (real and simulated) and may involve exposure to various weather conditions, bright or dim lights, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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
14032	Manager, Payroll	Fiscal Office	Exempt	15A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
14032	Manager, Payroll	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, level of data analysis, and language and formatting. A minimum qualifications equivalency table was added. The pay grade has increased from PG 15A to PG 16A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	PG 15A: \$81,536.00 - \$114,129.60 PG 16A: \$88,088.00 - \$123,344.00 Current incumbent falls within range of new pay grade. 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>
Lennon Taylor, Controller	3/9/2026	Email	Sent drafted specifications
Leigh Tucker, Assistant Fiscal Officer	4/28/2026	Email	Sent pay grade evaluation
Jim Battigaglia, Archer Consultant	4/15/2026 7/30/2026 7/30/2026	Email TEAMS Email	Pay grade evaluation Discuss position Sent information

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Payroll	Class Number:	14032
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to manage and perform the day-to-day functions of County payroll operations in the Fiscal Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County payroll unit in the Fiscal Office. This class works under general direction from the Controller and is responsible for ensuring timely and accurate payroll processing for County employees. The incumbent exercises discretion in applying procedures to resolve payroll issues. This position oversees the operations and promotes the efficiencies of the payroll unit, incorporates process improvements, and ensures that projects meet time and quality objectives.

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%
 - Performs, directs, and oversees payroll operations in compliance with County policy and departmental procedures and schedules; establishes and enforces deadlines to ensure timely, consistent, and accurate payroll delivery; oversees the updating of computerized payroll information regarding new employees and employee changes (i.e., rate changes, address changes, etc.); prepares validation and pre-register reports; processes payroll transactions; processes changes to existing deferred compensation deductions or adding new deductions; oversees maintenance and accuracy of payroll database and interaction with the County's HRIS; provides payroll expertise in the development of new payroll database and computer systems; coordinates with departmental Payroll Officers regarding system changes (i.e., tax rates, Ohio Public Employees Retirement System (OPERS) rate changes, etc.); notifies Payroll Officers of changes to payroll tables; completes cost projections; analyzes current payroll spending to identify budget issues; assists in establishing short- and long-term strategies for continuous improvement to payroll operations; oversees and plans all payroll related audit engagements such as OPERS and IRS.
- 30% +/- 10%
 - Supervises and directs the work of Payroll Specialists, Payroll Supervisors, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information in compliance with federal, state, and local regulations; prepares and files monthly, quarterly, and end-of-year reports; prepares and submits monthly OPERS data and file with payment; creates, balances, prints, and distributes employee W-2 forms annually; communicates with County bank regarding direct deposits; provides the bank with computer payroll files and withholding tax files for direct deposit.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with development and establishment of payroll procedures; collaborates with IT department regarding Enterprise Resource System (ERP) payroll activities such as testing system updates, evaluating defects, validating calculations, and implementing new functionality; reviews payroll vouchers for accuracy; re-issues incorrect checks; processes reversal transactions for incorrect checks and manually updates corrected checks.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, or a related field with five (5) years of experience in payroll, tax regulation, or accounting including two (2) years of related supervisory experience; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required*
HS diploma/GED or unrelated associate degree	9 years
Related associate or unrelated bachelor's degree	7 years
Related bachelor's or unrelated graduate degree	5 years
Related graduate degree	6 years

*each education level requires two (2) years of related supervisory experience

Related degree fields: finance, computer science, business administration

Related work experience: fiscal, budget administration, employee benefits

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

Manager, Payroll

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), payroll system software (Infor BSI, MHC, DSS), and database software.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and utilize the principles of basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, maintenance files, vehicle benefits, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, pension information, payroll registers, payment requests, settlement agreements, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer operation manuals, payroll manuals, Ohio Revised Code, OPERS handbook, FLSA, IRS tax rules and regulations, collective bargaining agreements, and a variety of related websites regarding tax regulations.
- Ability to prepare memos, various payroll and tax forms, transmittals, transactions, reports, responses to public information requests, receipts, unemployment reporting, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, human resources, and related legal terminology and language.
- Ability to communicate with staff, Payroll Officers, Information Services Center schedulers, employees from other departments, departmental employees, retirees, bank employees, and employees from outside agencies.

Manager, Payroll

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
10221	Performance Consultant	Information Technology & Health and Human Services	Exempt	13A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10221	Performance Consultant	Information Technology & Health and Human Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology & Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karil Sampson, Director, Process Improvement	5/18/2026	Email	Sent drafted specification
	6/3/2026	Email	Reminder
	6/24/2026	Email	Final Reminder
	7/22/2026	Email	Pay grade notification
Jim Battigaglia, Archer Consultant	7/8/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Performance Consultant	Class Number:	10221
FLSA:	Exempt	Pay Grade:	13A
Dept:	Information Technology & Health and Human Services		

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey-level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings, and operational efficiency projects. This classification manages sensitive data, interprets performance analysis, and executes projects in support of the County Executive's strategic priorities and key administrative opportunities for improvement. Employees receive instruction or assistance as new or unusual situations arise and are expected to remain up to date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

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 internal and external innovation plans; prepares and implements project charters and project plans; maps processes; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned; researches current trends and best practices; establishes performance indicators and metrics for County operations and processes; conducts meetings with employees across various departments to discuss County processes; collaborates with departments to implement process improvements.

30% +/- 10%

- Retrieves, analyzes, interprets, presents, and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns, and surface insights; identifies key areas of improvement for the County such as performance indicators, critical business processes, and technology; documents critical processes through process mapping and SOPs.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; oversees focus groups and cross-functional team meetings; educates colleagues through the development of Lean Six Sigma certifications and skills.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in business administration, public administration, or related field with two (2) years of process improvement or organizational development experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED/Unrelated associate degree	8 years
Unrelated bachelor's/Related associate degree	6 years
Unrelated master's/Related bachelor's degree	4 years
Related master's degree	2 years

Related degree fields: urban planning, industrial/organizational psychology, psychology, organizational development, public policy, human resources

Related work 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 and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), process mapping software (Microsoft Visio), and data entry software (Infor, ClearPoint).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Performance Consultant

- Ability to comprehend budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, grant agreements and contracts, legislation, project charters, project results, data reports, policies and procedures, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, ICMA Code of Ethics, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, Lean Six Sigma guidelines, and OSHA standards.
- Ability to prepare project portfolios, project charters, project deliverables, project management plans, executive summaries, run charts, performance reports, pareto charts, grant agreements and contracts, process improvement reports, memoranda, continuous improvement stories, 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 marketing and legal terminology and language.
- Ability to communicate effectively with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15191	Radio Dispatch Coordinator	Public Works	Non-Exempt	3A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15191	Radio Dispatch Coordinator	Public Works	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Changes were made to essential functions, language, and formatting. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	Four (4)
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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>
Brittney Soloman,	5/18/2026	Email	Sent drafted specification

Supervisor, Administrative Support	6/3/2026 7/24/2026	Email Email	Reminder Pay grade notification
Jim Battigaglia, Archer Consultant	6/3/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Radio Dispatch Coordinator	Class Number:	15191
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Supervisor, Administrative Support and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

40% +/- 10%

- Records and maintains data, records of work, services performed, inventory, and other dispatch information; responds to and records all incoming radio transmissions; records messages; screens complaints; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; records sick calls into calendar and forwards information to supervisors; updates sick call log book daily; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.

40% +/- 10%

- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; prepares daily work schedule; maps out job locations for crews; dispatches field crews to job locations; tracks and monitors crew locations; opens, updates, and completes work orders and/or follow-ups for the sanitary departments within the enterprise asset management system (EAM); closes out completed work orders; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors, and other departments.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; restocks log sheets; files and scans paperwork as needed; responds to emails and phone calls; responds to public records requests; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials; restocks issued items.

Radio Dispatch Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent.

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.
- Ability to operate two-way radio and vehicle paging system.

Technology Requirements

- Ability to operate a variety of software including enterprise asset management system software (INFOR EAM module); data entry software (ERP, GIS, GPS), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel and Microsoft Access), and word processing software (Microsoft Word).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily dispatch logs, service reports, maintenance reports, billable hour logs, construction daily log reports; and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Standard Operating Procedures Manual, and union contracts.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, history reports; correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret construction, two-way radio, and sewer related terminology and language.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Radio Dispatch Coordinator

- Ability to communicate effectively with field crews, supervisors, service directors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15081	Supervisor, Building Maintenance	Public Works	Non-Exempt	7A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15081	Supervisor, Building Maintenance	Public Works	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation
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No. of Employees Affected:	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>
Teresa Kilbane-Edl, Superintendent, Building Maintenance	6/24/2026 7/24/2026	Email Email	Sent drafted specification Pay grade notification
Ben Cannon Senior Superintendent, Facilities			
Jim Battigaglia, Archer Consultant	7/8/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Maintenance	Class Number:	15081
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise building maintenance and custodial personnel performing general building maintenance, alteration, or repair for a collection of County buildings.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Worker Supervisors and other assigned staff in the daily operations of performing general building maintenance, alteration, or repair for a collection of County buildings. Employees in this classification work under direction of the Superintendent, Building Maintenance. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

35% +/- 10%

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

35% +/- 10%

- Oversees and performs general building supervision and maintenance duties; inspects buildings and grounds for cleanliness, repairs, quality control issues, and safety issues; provides appropriate assistance to the public, building employees, and other staff members; responds to work orders; escorts and assists with outside contractors and inspections such as fire, health, safety, pest control, and elevator; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections, and services; coordinates with pest control; assists with building security; responds to leaks, odors, noises, and lockouts; documents and takes photos of identified hazards, unsanitary conditions, or any areas that require attention; assigns a grade to each building and logs scores.

10% +/- 5%

- Maintains, inspects, and operates building maintenance equipment such as vacuums, floor scrubbers, power washers, carpet cleaners, and snow removal equipment; operates building maintenance equipment to perform maintenance and repair tasks or demonstrate proper operation of equipment.

20% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Highest degree of education attained	Experience required
High school diploma/GED	2 years
Any associate degree	1 year
Any bachelor's degree or higher	No experience required

Related work experience: custodial experience, building inspection, health and safety inspections, maintaining and inspecting equipment, building supervision, housekeeping, facility management

- 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 including a computer and multifunction printer.
- Ability to operate a variety of machinery and equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader, tow motor, pallet jack, cardboard bailer, two- and four-wheel moving dollies, and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged periods of time; ability to bend or twist; ability to climb; ability to push, pull, and lift up to 50 lbs.

Technology Requirements

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

Supervisory Responsibilities

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

Supervisor, Building Maintenance

- 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 training and safety information, transfer tickets, service and work orders, AWOL reports, weekend event postings, equipment maintenance records, performance reviews, requests for leave, costing sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts, OSHA Regulations, and the Employee Handbook.
- Ability to prepare work orders, incident reports, accident reports, vehicle logs, costing sheets, time adjustment forms, pay differentials, employee evaluations, employee incident/accident reports. Material Safety Data Sheets (MSDS), equipment inventory, work orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to explain procedures, to record and deliver information, and to follow instructions.
- Ability to communicate with supervisors, directors, tradespeople, custodial staff, Sheriff's Department staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke/dust/pollen, disease or bodily fluids, machinery, and traffic hazards.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
14031	Supervisor, Payroll	Fiscal Office	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
14031	Supervisor, Payroll	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 essential functions, level of data analysis, and language and formatting. A minimum qualifications equivalency table was added. The pay grade has increased from PG 11A to PG 12A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	PG 11A: \$66,726.40 - \$93,412.80 PG 12A: \$70,012.80 - \$98,030.40 Current incumbent falls within range of new pay grade. 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>
Heather Wagner, Manager, Payroll	4/2/2026	Email	Sent drafted specifications
	4/28/2026	Email	Sent pay grade evaluation
	4/29/2026	Email	Ask question
Jim Battigaglia, Archer Consultant	4/15/2026	Email	Pay grade evaluation
	4/29/2026	TEAMS	Discuss position
	5/6/2026	Email	Sent information
	5/18/2026	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Payroll	Class Number:	14031
FLSA:	Exempt	Pay Grade:	12A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee and perform the day-to-day functions of County payroll operations in the Fiscal Office and supervise payroll staff.

Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising payroll staff and assisting the Manager, Payroll with County payroll operations. This position involves overseeing and reviewing the work of the payroll staff and completing, reviewing, and verifying payroll related information so that payroll is timely, accurate, and complies with local, state, and federal regulations. This class works under general direction from the Manager, Payroll but exercises discretion in decision making related to high-risk financial accountability and applying established procedures to resolve payroll issues. The incumbent promotes the efficiencies of the payroll department, recommends and incorporates process improvements, and ensures that projects meet time and quality objectives

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%

Oversees and performs in-house payroll processing to ensure data accuracy, regulatory compliance, and timely payroll delivery; processes payroll transactions; manages payroll data inputs, system updates, and calculation logic, including pay codes, deductions, and retirement thresholds; validates general deductions and separation payments to ensure amounts calculated are correct; maintains payroll system parameters such as deduction tables and pay code structures; supervises the updating of computerized payroll information to ensure accurate payroll delivery coordinates with banks to set up direct deposit for employees; reviews and validates pre-register reports; troubleshoots payroll issues; reports payroll processing and system issues to prevent errors and inaccuracies; works with IT department to identify system errors and recommend solutions; answers phone inquiries from County employees to answer their payroll process questions; assists with the development and implementation of payroll department policies and procedures; verifies that all payroll changes made by agency Payroll Officers have proper documentation; makes changes to existing deferred compensation deductions or adds new deductions in accordance with employee requests and County policy; reviews reports generated by the payroll system when changes are made to ensure that the changes are correct and that they appear correctly across the payroll database
- 30% +/- 10%

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

15% +/- 5%

- Administers the preparation, validation, and submission of payroll related tax reporting within the payroll system; ensures accurate withholding and filing for multi-jurisdictional tax authorities including Federal, State of Ohio, School Districts, and local municipalities; manages the technical workflow required to generate and validate tax forms and tax returns; ensures accurate reciprocity calculations between work and residential municipalities.

15% +/- 5%

Performs key payroll accounting functions to ensure accurate financial reporting and GAAP compliance, including reconciling payroll GL accounts; validates expenses and liabilities, resolves posting discrepancies through Journal Entries to support period-end close; works with Financial Reporting, Treasury, and Accounts Payable to resolve settlement issues and prepares audit-ready documentation.

5% +/- 2%

- Performs administrative responsibilities that support functions required to sustain payroll continuity; oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information; assists Manager, Payroll with preparation of monthly, quarterly, and end-of-year reports for tax authorities; creates, balances, prints, and distributes employee W-2 forms annually; reviews payroll vouchers and supporting documentation for accuracy; attends training sessions; stays up-to-date on tax rule changes, ERP functionality, all Collective Bargaining Agreements, and policy updates.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, or a related field with three (3) years of experience in payroll and accounting; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	7 years
Related associate or unrelated bachelor's degree	5 years
Related bachelor's or unrelated graduate degree	3 years
Related graduate degree	2 years

Related degree fields: finance, computer science, business administration

Related work experience: fiscal, budget administration, employee benefits

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

Supervisor, Payroll

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

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 discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, payroll registers, historical payroll records, , deduction warrant checks, deferred compensation files, garnishment orders, pension information, settlement agreements, new bank request forms, child support orders, supplemental pay requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, Ohio Revised Code, OPERS handbook, union contracts, IRS tax regulations and federal reporting standards, FLSA requirements, and a variety of sources related to payroll processing and financial compliance.
- Ability to prepare spreadsheets, memos, various payroll and tax forms, electronic file transmittals, , a large variety of required monthly, quarterly, and annual reports, responses to public record requests, , journal entries, bank statements, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, staff, Payroll Officers, other County employees, and employees from outside agencies and businesses.

Environmental Adaptability

- Work is typically performed in an office environment.

Supervisor, Payroll

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12311	Chief Toxicologist	Medical Examiner's Office	Exempt	21A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Toxicologist	Class Number:	12311
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. Employees in this class are responsible for making independent decisions regarding management of lab unit, implementation of policies and procedures, supervision of assigned staff, and resolution of unit issues. This class supervises the Supervisor, Toxicology Laboratory and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Oversees, reviews, and evaluates analytical conclusions and related toxicology reports produced by subordinates; prepares Toxicology Reports for review; receives and reviews toxicology assays in order to prepare reports; verifies accuracy of data; assists with determining laboratory techniques and completing toxicological and chemical analysis and analytical assays as necessary.

25% +/- 10%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, medical personnel, and the general public regarding toxicology reports and toxicology issues; consults with other departments and agencies regarding mutual toxic substance issues; responds to phone calls, correspondence, and emails.

20% +/- 10%

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

Chief Toxicologist

10% +/- 5%

- Plans, directs, and coordinates Toxicology Laboratory operations; ensures that toxicology laboratory activities are completed on-time and accurately; oversees and maintains necessary documentation required by law; ensures toxicology unit maintains compliance with applicable accreditation requirements; ensures planning and maintenance of professional development and training requirements; investigates technical errors and carries out appropriate corrective and preventative measures; resolves operational issues; oversees calibration and maintenance of instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; prepares and delivers toxicology presentations; keeps up to date on developments, methods, education, and techniques in forensic toxicology; participates in planning and participation of department research activities; assists with preparation of section budget; participates in operational and strategic planning.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in a chemical or biological science or related field with three (3) years of full time laboratory experience in forensic toxicology plus two (2) years of supervisory experience in any capacity; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, cameras, and a variety of other laboratory instrumentation.

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 and perform routine and advanced statistical analysis, and basic chemistry math..

Language Ability & Interpersonal Communication

- Requires the ability to perform high-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry books, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers, and laboratory equipment/machinery.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12264	Supervisor, Drug Chemistry Laboratory	Medical Examiner's Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Drug Chemistry Laboratory	Class Number:	12264
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Drug Chemistry Department of the Medical Examiner's Office, ensuring the proper handling and analysis of evidence to detect poisonings and drug use in order to aid legal investigations of crimes and/or death.

Distinguishing Characteristics

This is a manager level classification. Incumbents in the class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the drug chemistry lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

55% +/- 10%

- Performs administrative and technical case reviews; reviews technical laboratory records and results of tests and examinations; reviews analysis worksheets, evidence submission forms, electronic instrument, data, and final reports for accuracy and completeness; confers with Forensic Scientist in cases of error or other problems; compiles/manages caseload statistics; researches information regarding new drug compounds; stays up to date on changes in state and federal laws regarding drug classifications and narcotic laws; provides court testimony as an expert witness.

20% +/- 10%

- Supervises 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; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Ensures that drug chemistry laboratory activities are completed on time and accurately; ensures drug chemistry unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

Supervisor, Drug Chemistry Laboratory

10% +/- 5%

- Oversees regular maintenance of Drug Chemistry laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; researches, validates, and implements new procedures; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and six (6) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Attainment of applicable scientific field certification.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift up to 100 lbs. (with assistance).

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 and advanced statistical analysis and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records analysis worksheets, evidence submission forms, electronic final reports, and log books.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Drug Codes, ANSI-ASQ National Accreditation Board Standards, SWGDRUG Guidelines, standard operating procedures, forensic science books and journals, training manuals, instrument/equipment manual, safety manuals, quality assurance manuals, and code of ethics.
- Ability to prepare set records, competency test records, drug chemistry case records, evidence logs, analytical results, forms, charts, correspondence, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, attorneys, juries, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, smoke, dust, disease, bodily fluids, electrical currents, bright or dim lights, and laboratory equipment/machinery.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12244	Supervisor, Fingerprints Laboratory	Medical Examiner's Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions..
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Fingerprints Laboratory	Class Number:	12244
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Fingerprints unit including the collection, identification, and analysis of fingerprint evidence.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the fingerprint lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Conducts examination and processing of physical evidence suspected of bearing finger, palm, and foot prints; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates and conducts comparison of questioned prints to known standards; prepares and enters latent print evidence into an Automated Fingerprint Identification System (AFIS); maintains logs and records of examinations performed; prepares charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination; testifies in a court of law as an expert witness; performs administrative and technical case review; assists local agencies with requests for identification.

20% +/- 10%

- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops 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.

15% +/- 5%

- Updates and/or drafts Standard Operating Procedures; evaluates unit's performance to assess compliance with quality, time, and safety objectives. reviews procedures to ensure compliance with accreditation guidelines; implements and enforces quality assurance procedures; ensures compliance with unit laboratory safety program procedures.

Supervisor, Fingerprints Laboratory

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; communicates results of cases to law enforcement, attorneys, and other ME staff; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Fingerprint laboratory spaces and AFIS equipment; ensures availability of laboratory supplies and equipment; reviews purchase orders for technical accuracy; ensures that supplies and equipment are ordered in a timely fashion; oversees and performs routine troubleshooting and maintenance of laboratory equipment.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; completes and directs method improvements, validations, and research projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, forensic science, or related field with six (6) years of experience performing comparison and identification of latent print material and related matter in a forensic laboratory; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, AFIS Latent Workstation, alternate light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Technology Requirements

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

Supervisory Responsibilities

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

Supervisor, Fingerprints Laboratory

- 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 basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including record of evidence submissions, chain of custody records, record of evidence releases, police reports, case final reports, requests for information release, subpoenas, digital images of Friction Ridge impressions, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, quality assurance manual, safety manual, training manual, instrument/equipment manuals, and code of ethics.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos and reports, fingerprint laboratory manual/procedures drafts, examination reports, case files, standard operating procedures, quality assurance reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with staff, other departmental employees/managers, supervisor, attorneys, juries, law enforcement personnel, students, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12284	Supervisor, Firearms/Toolmark Laboratory	Medical Examiner's Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Firearms/Toolmark Laboratory	Class Number:	12284
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Firearms and Toolmarks unit including the examination and interpretation of firearms evidence received by the unit.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the firearms/toolmark lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks, and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated Ballistic Information Network; prepares findings and issues reports based on the results of the examination; performs administrative and technical case review.

20% +/- 10%

- Supervises and directs the work of Forensic Scientists 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 payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting firearms examination; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in natural/physical science and six (6) years of firearm/toolmark casework experience; **or any equivalent combination of training and experience as defined in the table below.**
- Successful completion of a firearm and toolmark examiner training program.

Highest degree of education attained	Experience required
High school diploma/GED	15 years
Unrelated associate degree	13 years
Related associate degree	12 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	6 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	4 years

Related degree fields: natural/physical science degree (e.g., chemistry, physics, forensics).

Additional Requirements

- No special license or certifications is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope and comparison microscope.

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including record of evidence submissions, chain of custody records, record of evidence releases, case final reports, requests for information release, subpoenas, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, and instrument manuals.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos, and reports, standard operating procedures, quality assurance reports, 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, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.

Supervisor, Firearms/Toolmark Laboratory

- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12234	Supervisor, Forensic DNA Lab, DNA Tech & Training Laboratory	Medical Examiner's Office	Exempt	21A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Forensic DNA Lab, DNA Tech & Training	Class Number:	12234
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the forensic DNA unit in the analysis of DNA samples from evidence, the generation of profiles from forensic samples, and the comparison of profiles to known sources of human DNA.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Medical Examiner. This position oversees and promotes the efficiencies of the forensic DNA laboratory unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; 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; assesses, monitors, and provides for personnel training needs for all personnel of the DNA laboratory; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Ensures that laboratory activities are completed on-time and accurately; evaluates and documents approval of all validations and methods used by the laboratory and proposes new or modified analytical procedures/technologies to be used by the analysts; reviews and documents the review of the internal and external DNA audit documents; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures unit maintains compliance with applicable qualification and accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements, reviews, and enforces quality assurance procedures and ensures compliance of program with the Quality Assurance Standards for Forensic DNA Testing Laboratories; ensures that safety procedures are followed; oversees and monitors court testimony provided by subordinates.

15% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; conducts seminars and trainings to educate law enforcement agency recruits regarding appropriate collection, treatment, packaging, and preservation of DNA evidence.

10% +/- 5%

- Oversees regular maintenance of forensic laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; approves the technical specifications for outsourcing agreements; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the DNA laboratory unit; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in forensic sciences or related fields; and five (5) years of experience performing DNA analysis including two (2) years of related supervisory experience.
- Per FBI Quality Assurance Standards, successful completion of a minimum of 12 credit hours or its equivalent work in graduate level classes addressing subject areas of Biochemistry, Genetics, Molecular Biology and Bio-statistics in population genetics is required.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

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, and perform college level geometry and statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic and raw data, statistical data, proficiency data, standard operating procedures, quality assurance procedures, training manuals, competency test records, training records, and validation data.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, quality assurance manual, safety manual, training manual, equipment manuals, and scientific journals.
- Ability to prepare departmental memos, and reports, standard operating procedures, quality assurance reports, inventory of chemicals, statistical, analytical and frequency data, training manuals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, quality assurance officers, attorneys, law enforcement personnel, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12291	Supervisor, Parentage Laboratory	Medical Examiner's Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Parentage Laboratory	Class Number:	12291
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Parentage and Identification Laboratory of the Medical Examiner's Office including parentage testing, identification of biological samples, interpretation of results, review of calculations, and preparation of reports.

Distinguishing Characteristics

This is a management level classification under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the parentage laboratory unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, 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.

25% +/- 10%

- Performs administrative and technical case review; reviews DNA analysis; compiles data and prepares written reports on parentage and/or DNA findings; uploads profiles into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons; testifies in court as an expert witness.

20% +/- 10%

- Supervises 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; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting relationship testing; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

20% +/- 10%

- Examines and processes DNA evidence; conducts serology testing and microscope examinations; extracts, quantitates, amplifies, and analyzes DNA; develops STR profiles; reviews data for relationship testing; coordinates/reviews parentage analysis and attending reports.

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; reviews log books, maintenance records, and analyst's daily workplace logs; performs monthly audits of controlled substance holding area; interacts with customers and clients; monitors customer satisfaction reviews; ensures in timely response to customer's inquiries.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Science degree in biology, forensic chemistry, biochemistry, or related field and six (6) years of experience as a DNA relationship testing analyst; or an equivalent combination of education, training, and experience.

Additional Requirements

- Attainment of applicable scientific field certification.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to use a variety of laboratory tools and equipment, including DNA extraction, quantification and amplification equipment, genetic analyzers, cameras, a variety of microscopes, reagent kits, and laboratory tools.

Technology Requirements

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

Supervisory Responsibilities

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

Supervisor, Parentage Laboratory

- 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 statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS conformation letters, CODIS data and reports, requests for information release, subpoenas, billing invoices, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, serology manuals, forensic science books, and journals, Parentage and ID Department and DNA Department training manuals, instrument/equipment manuals, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare statistical analysis, DNA forensic case reports, DNA relationship reports, case forms and charts, management reports, standard operating procedures, quality assurance reports, maintenance documents, purchase orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and forensic terminology and language.
- Ability to communicate with, and to develop and maintain effective working relationships with other departmental employees, supervisors, law enforcement personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

Supervisor, Parentage Laboratory

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12254	Supervisor, Toxicology Laboratory	Medical Examiner's Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Toxicology Laboratory	Class Number:	12254
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Chief Toxicologist. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

35% +/- 10%

- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; documents and records observations and results of chemical analysis; enters analytical case results into computer database; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

20% +/- 10%

- Ensures that toxicology laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures toxicology unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; calibrates and maintains instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

Supervisor, Toxicology Laboratory

10% +/- 5%

- Oversees regular maintenance of the Toxicology laboratory spaces and equipment; ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; monitors equipment performance and ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Acts on behalf of the Chief Toxicologist when absent; reports/signs out cases and interprets the probable effects of drugs and/or chemicals; assists with test data review; performs administrative and technical review of data, toxicology case files, and reports of completed cases.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures; conducts research and presents results at national meetings; submits research for publication in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related field and six (6) years of toxicology analysis experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Ohio Department of Health Drug and Alcohol Testing permit must be obtained within 6 months of hire date.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.

Supervisory Responsibilities

- Ability to assign, review, plans, 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.

Supervisor, Toxicology Laboratory

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform routine and advanced statistical analysis and basic chemistry math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12274	Supervisor, Trace Evidence Laboratory	Medical Examiner's Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification was deemed unclassified by the law department on 5/26/2022 and can be deleted from the class plan. All employees were transferred in 2024 to unclassified positions.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst
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Management Contact(s):	Hugh Shannon, Director, MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Trace Evidence Laboratory	Class Number:	12274
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees and promotes the efficiencies of the trace evidence lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Oversees and participates in the recognition, collection, and processing of evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; prepares and analyzes trace evidence samples on scientific instrumentation; applies instrumental, physical, and chemical techniques in the examination of trace evidence; documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence staff; testifies in courts of law regarding trace evidence examinations.

20% +/- 10%

- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Ensures that trace evidence laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures trace evidence unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Trace Evidence laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, biological, or forensic science with six (6) years of experience performing forensic trace evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

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.

Supervisor, Trace Evidence Lab

- 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, routine statistics, and understand college level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history forms, trace evidence reports, autopsy reports, police reports and photos, requests for information release, subpoenas, record of evidence submissions, record of evidence releases, case final reports, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, forensic science books and journals, quality assurance manual, safety manual, training manual, instrument manuals, hazardous material records, and code of ethics.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, instrument maintenance logs, supply order requests, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment
- Work may involve exposure to strong odors, toxic agents, disease, bodily fluids, electrical currents, and laboratory equipment/machinery.

Supervisor, Trace Evidence Lab

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.