



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: July 31, 2025

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the August 6, 2025, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrator, Development 21042	17A Exempt	17A Exempt (No Change)	Development
Administrator, Web and Applications Development 16232	19B Exempt	20B Exempt	Information Technology
Building Rehabilitation Specialist 19011	7A Non-Exempt	7A Non-Exempt (No Change)	Development
Development Housing Specialist 21021	8A Exempt	8A Exempt (No Change)	Development
HMIS Administrator 16031	11A Exempt	11A Exempt (No Change)	Health and Human Services
Manager, Technical Services 16272	17B Exempt	18B Exempt	Information Technology
Senior Development Housing Specialist 21022	12A Exempt	12A Exempt (No Change)	Development
Supervisor, Building Rehabilitation Specialist 19012	10A Exempt	10A Exempt (No Change)	Development
Web Designer 2 16192	11B Exempt	11B Exempt (No Change)	Information Technology

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Computer Operator 1 16051	4B Non-Exempt	Information Technology
Loan Portfolio Analyst 21001	13A Exempt	Development

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Development	Exempt	17A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Housing and Community Development	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Housing and Community Development
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Fiscal Impact:	No change to pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara Parks Jackson – Director, Housing and Community Development	7/26/2025	Email	Request Received

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Development	Class Number:	21042
FLSA:	Exempt	Pay Grade:	17A
Dept:	Housing and Community Development		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development, or regulation and compliance.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies to support major functions; forecasts resource requirements and monitors usage and compliance of

various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-up packages, Review meetings, agendas, and inquiries; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, 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%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, urban planning, finance, or a related field with six (6) years of experience with community/housing development, economic development, or related field; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.
- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and

Administrator, Development

policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to manage, 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 related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, 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
16232	Administrator, Web and Applications Development	Information Technology	Exempt	19B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16232	Administrator, Web and Applications Development	Information Technology	Exempt	20B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 19B to 20B.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	Pay Grade 19B - \$105,705.60-\$147,992.00 Pay Grade 20B - \$112,153.60-\$156,998.40 The employee's current salary falls within the new pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Andy Johnson, CIO	5/16/2025 6/6/2025 7/29/2025	Email Email Email	Sent draft class spec for review Reminder Informed about pay grade
Jim Battigaglia, Archer Consultant	6/10/2025	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	7/16/2025	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Web and Applications Development	Class Number:	16232
FLSA:	Exempt	Pay Grade:	20B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to plan, direct, supervise, coordinate and manage the activities, operations, procedures, and goals of teams responsible for web and applications development within Cuyahoga County's Department of Information Technology.

Distinguishing Characteristics

This is a second-level management classification, responsible for evaluating, developing, and maintaining standards and best practices for system design and development. Under the general direction of the Chief Information Officer, the incumbent is responsible for evaluating effectiveness of information systems and developing short and long-term goals and overall vision. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision over management, professional, and line 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.

- 20% +/- 10%
 - Researches, develops and implements policies, procedures and best practices for application/software development and business process integration; develops vision and short term and long-term goals from a technical and business process perspective; evaluates effectiveness of software systems currently being used; researches current trends and technologies on the web and various trade publications; assesses usability and effectiveness of systems being developed; ensures alignment of application development and software solution strategies with overall IT Department business objectives; applies policies and procedures to resolve organizational and service delivery opportunities.
- 20% +/- 10%
 - Coordinates and oversees Request for Proposal (RFP) process for assigned IT contracts; identifies needs and develops scope; assists with writing RFPs; assists with pre-bid conferences and vendor questions; manages the proposal review process and vendor selection; negotiates final contracts; prepares and processes contracts, agreements, and related documentation by entering all pertinent vendor and contract information into appropriate database system(s); monitors vendor compliance; maintains required documentation and records on vendors.
- 15% +/- 5%
 - Designs and directs project plans, project tasks lists, and action plans for individual systems being designed, developed, or enhanced; defines and documents the requirements for new systems; proposes design options and project cost estimates; ensures that systems align with agency business strategy and are user friendly; ensures that testing is completed on time and within budget; ensures effective system maintenance plans are in place; monitors performance and maintenance of

Administrator, Web & Applications Development

developed systems to maintain usability, security standards, and alignment with design best practices.

15% +/- 5%

- Supervises and directs the work of Developers, Web Designers, User Experience Designers, the Manager, Technical Services, , 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.

15% +/- 5%

- Analyzes clients' requirements and their agency's mission; meets with clients to understand business requirements; explains technical methods, procedures, and protocols; ; facilitates staff collaboration and design sessions; ensures the client agency is being effectively served; prepares routine status reports, cost estimates, and statements of work; develops and reviews contracts; monitors technology trends to determine when it is best to adopt or retire applications.

10% +/- 5%

- Provides input into department budget decisions and financial oversight of budget funds; develops and manages operating, capital, and personnel budget forecasts; coordinates with the CIO and Fiscal on budget issues and procurement needs; reviews and approves change requests and new technology purchases.

5% +/- 2%

- Performs supporting administrative responsibilities; collaborates with internal departments and cross-functional teams, external stakeholders, NGO's, and professional services firms; serves on Change Advisory Board (CAB) and Technical advisory Commission (TAC), attends and participates in professional group meetings, conferences, seminars, and trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or business administration with nine (9) years of previous related experience including planning, supervision, budgeting, contract negotiation, and computer proficiency; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	13 years
Unrelated associate degree	12 years
Related associate degree	11 years
Unrelated bachelor's degree	10 years
Related bachelor's degree	9 years
Unrelated master's/doctoral degree	8 years
Related master's/doctoral degree	7 years

Related fields: information technology, business, math.

Related experience: strategic planning and stakeholder management within Information Technology.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), spreadsheet software (Microsoft Excel, Microsoft Access), version control system (Git), word processing software (Microsoft Word), publishing software (Microsoft Excel), database software (Microsoft SQL, Oracle, Visio), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase), and project management software (Microsoft Project, Smartsheet, Microsoft Planner, Azure DevOps).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including billing invoices, certificates of insurance, proposals, contract documents, service level agreements, budget reports, financial statements, vendor proposals, purchase orders, statements of work, project management documentation, systems performance reports, strategic planning reports, compliance and audit-related documentation, technical documentation, performance reviews, staff and HR documentation, product specifications and manuals.

Administrator, Web & Applications Development

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, Cuyahoga County Code, American with Disabilities Act Section 508, the department policy manual, computer books and manuals, communications software manuals, hardware manuals, network manuals, and architecture and operation manuals.
- Ability to prepare status and progress reports, project charters, project analysis, annual reports, performance reviews, requests for proposals and for bid, return on investment studies, 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, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer information, project management, and related legal terminology and language.
- Ability to communicate with staff, coworkers, department leadership, project stakeholders, vendors, contractors, and employees and leadership from other County departments.

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
19011	Building Rehabilitation Specialist	Development	Non-Exempt	7A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19011	Building Rehabilitation Specialist	Housing and Community Development	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Housing and Community Development
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Fiscal Impact:	No change to pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara Parks Jackson – Director, Housing and Community Development	7/26/2025	Email	Request Received

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	19011
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Housing and Community Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, inspecting, and managing of housing related rehabilitation activities for the Community Development Division.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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 and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets; Monitors CDBG and HOME Investment Partnership program, grant, and loan recipients to ensure they follow the Davis Bacon Prevailing Wage; monitors and reports of the Federally required Minority, Female, Small and /or Disadvantaged Business Enterprises, as well as the HUD required Section 3 activity.

35% +/- 10%

- Develops work specifications and cost estimates for projects utilizing construction software; prepares project specifications and bid documentation so that projects can be bid out; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to ensure validity of the requests and associated costs; prepares change orders with client and contractor approval.

20% +/- 10%

- Performs supporting administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

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

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Building Rehabilitation Specialist

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, inspection sign off, lead risk assessments, loan documents, production reports, historic compliance reports, Healthy Homes Rating Systems report, BOH final lead clearance report, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, OSHA guidelines, city and state historical guidelines, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, homeowners, Historic Preservation Personnel, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness/humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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
21021	Development Housing Specialist	Development	Exempt	8A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21021	Development Housing Specialist	Housing and Community Development	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Housing and Community Development
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Fiscal Impact:	No change to pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara Parks Jackson – Director, Housing and Community Development	7/26/2025	Email	Request Received

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	21021
FLSA:	Exempt	Pay Grade:	8A
Dept:	Housing and Community Development		

Classification Function

The purpose of this classification is to facilitate the administration of community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities related to the administration and management of community and housing development programs in the Department of Development. This class works under direction from senior management of the Department of Development. The employee works within a framework of established department, state, and federal regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

30% +/- 10%

- Performs technical duties to facilitate the administration of community and housing development programs; reviews grant applications and eligibility criteria and provides approval recommendations; reviews, recommends, and prepares reimbursement and payment requests; reviews eligibility criteria for loan applications and underwrites loans; reviews eligibility criteria for subordination of mortgage requests and provides approval recommendations; provides information regarding payment history, loan balances, accumulative interest, and loan term information to borrowers; verifies and processes loan payoff requests submitted by title agencies; verifies loan pay-off information with title company; reviews, provides approval recommendations, and processes requests for reduced payoffs submitted by title agencies, law offices, and real estate offices; prepares release memo(s) for Director's signature and records satisfaction of mortgage to release the lien; performs site visits to housing locations and non-profit community partners to monitor for compliance with regulations; receives and handles requests for information regarding housing loan balances, history, payoffs, and subordinations for current/past loan programs; inputs and updates loan and grant information and documentation into appropriate databases; remains up-to-date on program(s) rules, regulations, directives, and policies.

30% +/- 10%

- Inputs, maintains, collects, and analyzes housing and community development data into the ERP system; inputs new or updates existing housing/program information and documents into cross-departmental ERP system; compiles information and data regarding program and housing information (e.g. geographic data, home values, finances, programming costs, demographics, etc.) from state databases, intra-department records, or by requesting directly from clients/partners; analyzes data by calculating averages, sums, percentages, etc. to create program summary reports and other required reports; prepares and maintains physical and electronic records, reports, studies, and/or correspondence related to fiscal activities, operations, and projects; creating and editing purchase orders in the ERP system; creates and uploads documents to Contract Management Modules events for the contract approval process within the ERP system.

Development Housing Specialist

20% +/- 10%

- Creates a variety of forms, reports, and documentation including program summary reports, annual reports, and mandated reports; creates and updates boilerplate forms, letters, and spreadsheets; independently or collaboratively prepares Request for Proposals (RFPs), contracts, amendments, proposals, narratives, etc. in support of housing and community development programs and department needs; independently or collaboratively prepares reports for internal/external reporting, information requests, and audits in compliance with appropriate guidelines; works with management and consultants to prepare various annual and/or mandated reports (i.e. the County Consortium's Annual Plan, the Consolidated Annual Performance Evaluation Report (CAPER), the County Consortium's 5 Year Consolidated Plan, etc.).

15% +/- 10%

- Assists with management, budget, monitoring, and evaluation of community and housing development programs; oversees the servicing of the Community Development and Housing Loan Portfolio; conducts monitoring activities for housing loan and grant programs to ensure compliance with County, state, and federal housing loan regulations; assists with housing program(s) funding and budget by monitoring account balances, processing and inspecting financial forms, and coordinating with the fiscal office to ensure funds are available; assists in the preparation of program budget(s); provides technical assistance and advice regarding loan applications and program qualifications; participates in identifying program(s) needs and goals, forecasting resources required, and establishing metrics to determine program outcomes, impact, and success; monitors program outcomes by analyzing reports summarizing outcomes; participates in program and policy development for housing programs; participates in collaboration for new program development, improvement of existing programs, and improvement of program administration efficiency.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; acts as a resource and provides technical assistance to outside organizations, agencies, and businesses regarding Cuyahoga County development and housing programs; interfaces with public constituencies as the representative of the Cuyahoga County department of development in various meetings and conferences; responds to requests for information from County, state, and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (MS Word), spreadsheet software (MS Excel) email software (MS Outlook), desktop publishing software (Publisher), presentation software (MS PowerPoint), PDF software (Nitro), database software (MS Access), enterprise resource planning software (OnBase, Infor), financial software.

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 such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan, Request for Reimbursement), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary, settlement statement), agreements (i.e.- purchase agreement, landlord agreement, current tenant lease agreement), applications (i.e. - Rehabilitation Loan Application, Demolition Fund Application, Community Development Supplemental Grant Application), income documents, federal tax return, billing invoices, insurance reports, monthly reports, credit report, title reports, home appraisal, budget reports, Requests for Proposal (RFP), memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, Ohio Home and Building Codes, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare Loan Payoff Notification, Foreclosure Analysis, Subordination of Mortgage Analysis, Repayment History Analysis, Asset Analysis Sheet, Reduced Payoff Analysis and Recommendation, Consolidated Annual Performance Evaluation Report, semi-annual and annual reports, memos, reports, program metric reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, loan underwriting, financial counseling, and related legal terminology and language.

Development Housing Specialist

- Ability to communicate with supervisor, co-workers, department management, clients, corporate representatives, Board of Health Staff, banks and lending institutions, non-profit representatives, home owners, attorneys, city officials, appraisers, caseworkers, employees of external agencies and businesses (i.e. – title agencies, insurance agents, etc.), 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
16031	HMIS Administrator	Health and Human Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16031	HMIS Administrator	Health and Human Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes to essential functions, language, and formatting. A minimum qualifications equivalency table and technology section were added. No change to pay grade or FLSA status
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	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>
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Nicholas Butina, Administrator Homeless Services Allison Gill, Executive Officer	5/7/2025	Email	Sent drafted specifications
	5/8/2025	Email	Answer questions
	5/14/2025	TEAMS	Discuss position
Marcos Cortes, Administrator, Social Program 5	6/6/2025	Email	Answer question
Jim Battigaglia, Archer Consultant	5/14/2025	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Homeless Management Information System Administrator	Class Number:	16031
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to plan, direct, and manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care, and provide technical support for related software.

Distinguishing Characteristics

This is a journey level classification with responsibility for planning, directing, and managing the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC) and providing technical support for HMIS software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. 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.

30% +/- 10%

- Plans, directs, and manages activities and operations of the HMIS for the Cuyahoga County CoC; manages all HMIS functions for local CoC HMIS software including system administration, project management, telecommunications support, software maintenance, procurement, and user support functions; ensures availability and reliable performance of the software application; facilitates system changes, updates, and upgrades and assures adherence to federal regulations; performs system configurations; manages system access and licenses; ensures compliance of data standards, system performance, and monitors utilization; troubleshoots software and hardware problems; communicates design and programming changes to vendor's development team; leads testing efforts and ensures issues are identified, tracked, reported, and resolved in a timely manner; leads efforts for system improvement and reporting; gathers requirements for new programs through document analysis and interviews; collaborates across multiple business areas to determine effective solutions in support of business requirements and strategic direction; manages project design, data collection, workflow, delivery, and reporting related to all new programming in HMIS; identifies opportunities to streamline business processes and increase efficiencies; serves as IT/HMIS technical point of contact for vendors, business partners, HMIS agencies, researchers, consultants, and other government agencies.

25% +/- 10%

- Conducts research, data analysis, and strategic planning; performs needs assessments; manages project design, data collection, workflow, service delivery, and reporting; develops and documents project forms, workflows, and their associated procedures; transforms technical releases and other high-level information into detailed specifications; recommends acquisition of new tools and software applications; develops and assists with writing complex reports to meet the expanding needs of the CoC.

25% +/- 10%

- Manages local, state, and federal HMIS reporting; creates standardized reporting process for HMIS participating agencies; works with users to define data definitions, concepts, and processes; monitors timeliness and quality of data collection; ensures data quality and compliance; determines timelines and defines project performance; enforces deadlines and schedules; implements corrective action procedures for participating agencies.

10% +/- 5%

- Provides site-based training and development to users; develops training content and materials; responds to user questions, concerns, and problems.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; may assign work to other personnel related to HMIS functions; responds to emails and phone calls; attends various trainings, workshops, and meetings; keeps up to date on professional knowledge, new business trends, and changes in policies; prepares and delivers public presentations; establishes and updates local HMIS Policies and Procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or related field with five (5) years of computer information systems, relational database and project management, or related experience with two (2) years of experience working with a HMIS; **or any equivalent combination of training and experience as defined below:**

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

**Each level of education requires 2 years of HMIS experience*

Related degree fields: computer science, social work, social science, psychology, urban studies, non-profit administration

Related work experience: computer information systems, relational databases, project management, database management/administration, statistical analysis software, technical support, data collection management. HMIS experience must include ServicePoint and/or Clarity HMIS platforms.

Additional Requirements

- Must obtain training and/or certifications as required by the HMIS Software Vendor.

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 copier.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), teleconferencing software (Microsoft Teams), database software (HMIS, HDX, SAGE, e-SNAPs, OCEAN), and presentation software (Microsoft PowerPoint).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring management 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 report requests, database sets, configuration specifications, software specifications, source materials, request for proposals, computer periodicals, federal agency flow charts and diagrams, training documents, vendor release forms, system generated reports, help desk tickets, monthly Annual Performance Reports (APRs), quarterly coordinated entry reports, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, U.S. Department of Housing and Urban Development (HUD) Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare system reports and presentations; project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, Housing Inventory Count (HIC), System Performance Measures (Sys PM), Longitudinal System Analysis (LSA), correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and provide oversight to others, instruct and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal, basic medical, and computer system terminology and computer programming languages.
- Ability to prepare and deliver presentations, communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

Environmental Adaptability

HMIS Administrator

- 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
16272	Manager, Technical Services	Information Technology	Exempt	17B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16272	Manager, Technical Services	Information Technology	Exempt	18B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Updates were made to the distinguishing characteristics, essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 17B to 18B.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Communications
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Fiscal Impact:	Pay Grade 17B - \$92,830.40-\$129,916.80 Pay Grade 18B - \$99,278.40-\$138,944.00 The employees' current salaries fall within the new pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Andy Johnson, CIO	7/31/2025	Email	Informed about pay grade
Robert Noll, Deputy CIO	6/6/2025	Email	Sent draft class spec for review
	7/31/2025	Email	Informed about pay grade
Jason Snowbrick, Director IT HHS	6/6/2025	Email	Sent draft class spec for review
	7/31/2025	Email	Informed about pay grade
Jeremy Williams, Administrator, Web & Applications Development	6/6/2025	Email	Sent draft class spec for review
	7/31/2025	Email	Informed about pay grade
Jim Battigaglia, Archer Consultant	7/10/2025	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	7/30/2025	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Technical Services	Class Number:	16272
FLSA:	Exempt	Pay Grade:	18B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to assess, plan, and implement enterprise information technology systems in support of business objectives. The incumbent is responsible for developing and managing application portfolios and identifying opportunities for integration, consolidation, or elimination of redundant processes or systems to improve cost effectiveness, expand efficiencies, and improve customer service.

Distinguishing Characteristics

This is a second-level management classification that provides direct supervision to software developers, database administrators, systems & applications analysts, information systems analysts, and other technical staff to support the software systems for assigned County departments. This class works under general direction of a senior manager level position and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery challenges and to ensure that assigned projects and 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.

30% +/- 10%

- Develops and manages application portfolios and identifies opportunities for integration, consolidation, or elimination of redundant processes or information technology systems to improve cost effectiveness, expand efficiencies, and improve customer service; coordinates the evaluation, deployment, management, and maintenance of current and future information technology systems; designs and directs project plans, project tasks lists, and action plans for individual systems being designed/developed; designs solutions, database schemas, wireframe diagrams, and software flow; gathers requirements for new systems, proposes options and project cost estimates, monitors software engineering processes, ensures testing plans are in place and that execution is completed on time and within budget, ensures effective system maintenance plans are in place; ensures applications comply with all applicable data security standards.

30% +/- 10%

- Collaborates with clients to determine project objectives and requirements; analyzes business requirements of assigned departments/internal customers; explains technical procedures, processes, and protocols in non-technical language; determines and designs project milestones, project plans, service level agreements, and resource allocation; tracks spending against allocated budget; communicates project status and concerns to executive team, department leads, support staff, and end users.

20% +/- 10%

- Supervises and directs the work of developers, system administrators, information systems analysts, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; promotes employee development; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions,

Manager, Technical Services

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

10% +/- 5%

- Participates in the evaluation of business processes and current and emerging technologies to ensure that systems are appropriate and cost-effective; develops business case justifications and cost benefit analyses for information technology spending and initiatives; communicates information technology investment benefits and risks with stakeholders; identifies and makes recommendations for the improvement of information technology infrastructure, policies, processes, and systems; contributes to Requests for Proposals (RFPs) related to applications development by assisting with specifications, scope of services, and cost estimates; contributes to vendor selection by participating in the process to review and score proposals; reviews and approves change requests and new technology purchases.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars, and training; facilitates project status meetings; provides operational and metric readouts to IT leadership; facilitates team meetings; submits forecasts for operating, capital, and personnel expenditures to assist with budget preparation; stays abreast of new trends and industry best practices.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or a related field with six (6) years information technology systems management experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	10 years
Unrelated associate degree	9 years
Related associate degree	8 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: computer science, information technology (IT), or anything pertaining to IT (e.g., information science/systems, computer engineering, cybersecurity, software engineering, application design and development, geographic information systems). Specific business degrees with overlapping IT curriculum are also relevant (e.g., data science, business/data analytics, business intelligence, business/management information systems).

Related work experience: information technology systems management, data science and analytics, database administration, enterprise resource planning (ERP), report writing and business intelligence, software integration systems.

Manager, Technical Services

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Knowledge of a variety of software and database software and systems including application Integrated Development Environments (Visual Studio, VS code, Cursor), database management software (Microsoft SQL Server Management Studio, Oracle SQL Developer, SQL Developer), database/application programming languages and extensions, file transfer software (SFTP, Filezilla), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), project planning software (Microsoft Project, Azure DevOps, SmartSheet, SharePoint, Microsoft Planner, Power Platforms), workflow design software (Visio), website content management systems (Progress Sitefinity), source code repository (Git) and other technologies.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction 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 ability to perform mathematical operations involving algebra, statistics, and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including project meeting notes, data reports, change control requests, proposals, contracts, white papers, employee timesheets, invoices, requirement statements, technical forms and documentation, flow charts, and data diagrams.

Manager, Technical Services

- Ability to comprehend a variety of reference materials and manuals including the Employee Handbook, departmental policy manual, Ohio Revised Code, County Code, requirement statements, technical design documentation, technical architecture documents, computer books, cybersecurity standards, and trade magazines.
- Ability to prepare statement of work, requirement statements, project review report, operational reports, requests for proposals, technical design documents, programming standards documents, functional procedures documents, business case document, change request documentation, project status reports, performance appraisals, 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 computer system software and hardware terminology and language.
- Ability to communicate with staff, stakeholders, end-users, consultants, vendors, information technology employees, and information technology administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21022	Senior Development Housing Specialist	Development	Exempt	12A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21022	Senior Development Housing Specialist	Housing and Community Development	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Housing and Community Development
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Fiscal Impact:	No change to pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara Parks Jackson – Director, Housing and Community Development	7/26/2025	Email	Request Received

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	12A
Dept:	Housing and Community Development		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

55% +/- 10%

- Assists with the administration and management of the County's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts completes environmental reviews for required projects; collaborates with management and consultants to complete the required HUD 5 year and annual plans.

20% +/- 10%

- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; collaborates with management to develop new or revised programs and procedures; retrieves data regarding grant funded project units and costs in order to record, assess, analyze, and report to management and stakeholders.

15% +/- 5%

- Supervises Development Housing Specialists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with

Senior Development Housing Specialist

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

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration, or related field with five (5) years of community or economic development experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19012	Supervisor, Building Rehabilitation Specialist	Development	Exempt	10A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19012	Supervisor, Building Rehabilitation Specialist	Housing and Community Development	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Housing and Community Development
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Fiscal Impact:	No change to pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara Parks Jackson – Director, Housing and Community Development	7/26/2025	Email	Request Received

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Rehabilitation Specialist	Class Number:	19012
FLSA:	Exempt	Pay Grade:	10A
Dept:	Housing and Community Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. This position oversees the operations and promotes the efficiencies of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives. This class reports to the Deputy Director of Housing & Community Development. Employees are expected to exercise judgment in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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 and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing, housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications =; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets.

25% +/- 10%

- Oversees contractor payrolls according to federal regulations; conducts personnel wage interviews with contractors; maintains prevailing wage law updates; prepares and maintains reports and records regarding prevailing wages; resolves issues with prevailing wages and makes recommendations; monitors contract compliance and performs construction site inspections for prevailing wage laws; oversees the monitoring of federally funded activities and reporting of the required Minority, Female, Small and /or Disadvantaged Business Enterprises as well as the HUD required Section 3 activity.

Supervisor, Building Rehabilitation Specialist

20% +/- 10%

- Supervises and directs the work of the Building Rehabilitation Specialist(s); 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.

15% +/- 5%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to ensure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

15% +/- 5%

- Performs supporting administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, bend, and twist during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

Supervisor, Building Rehabilitation Specialist

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), 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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, reimbursement requests, staff mileage and timesheets, loan documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, various grant site spreadsheets, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Supervisor, Building Rehabilitation Specialist

- Ability to supervise and counsel employees, to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications,, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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
16192	Web Designer 2	Information Technology	Exempt	11B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16192	Web Designer 2	Information Technology	Exempt	11B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Three
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	No change to paygrade or FLSA status.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeremy Williams, Administrator Web & Applications Development	5/28/2025 6/17/2025 6/24/2025 7/3/2025	Email Email Email Email	Sent draft class spec for review Review of 1 st Draft Review of Final Draft Informed about pay grade
Jim Battigaglia, Archer Consultant	6/24/2025	Email	Pay Grade Evaluation
Kelli Neale, Program Officer 4 John Kennick, Manager, Compensation	7/2/2025	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Designer 2	Class Number:	16192
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to conceptualize, design, build, test, deploy, and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is a technical, journey level classification working under direction from the Administrator, Web and Applications Development and is responsible for designing, building, implementing, testing, deploying, and maintaining County websites. This position is distinguished from the Web Designer 1 by an increased level of autonomy and responsibility. While guidance is available for unusual situations, the incumbent is generally expected to manage projects independently, exercising sound judgment and initiative in accordance with established standards and best practices. The Web Designer series is distinguished from the Developer series in that it focuses primarily on front-end design whereas the Developer series concentrates on programming and back-end infrastructure.

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.

75% +/- 10%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; identifies, troubleshoots, and debugs errors on websites and website applications; performs maintenance and updates on existing websites; creates or modifies images and graphics; designs page templates and page layouts; utilizes Cascading Style Sheets (CSS) frameworks to ensure responsive, mobile-friendly design and consistent styling across devices and browsers; edits HyperText Markup Language (HTML) and CSS; creates online interactive forms; extends functionality of the content management system (CMS) by creating modules; organizes content and ensures that the site is optimized for search engine placement, is user friendly, ADA accessible, and conforms to current technological standards.

15% +/- 5%

- Works with clients to determine project objectives and requirements; researches project topic; updates project plans; reviews website analytics; monitors web page audits; provides status updates and time estimates for assigned projects; collaborates with developers, system analysts, and user experience designers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for

Web Designer 2

website design and development, experience with HTML or CSS; **or any equivalent combination of education, training, and experience as defined below.**

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

Related degree fields: computer science, visual arts, web development

Related work experience: graphic design, user experience (UX/UI) design, front-end development, digital design, or website editing

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 use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML, CSS,), web-content, management software (Sitefinity or similar CMS, Visual Studio, GitHub), design and prototyping software (Figma, Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove, UserWay, LevelAccess)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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.

Web Designer 2

- Ability to comprehend a variety of informational documents including statements of work, project plans, wireframes, web page audits, website analytics, technical specifications, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, reference manuals developed by colleagues for website enhancement and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training documentation and manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, webpage audits, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, coworkers, supervisors, other County departments and employees, and work group members.

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 DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16051	Computer Operator 1	Information Technology	Non-Exempt	4B

Requested By:	Personnel Review Commission
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Rationale:	The one employee was laid off and the position is vacant. The tasks performed by this position are no longer needed by the IT department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation and HRIS
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Management Contact(s):	None
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Computer Operator 1	Class Number:	16051
FLSA:	Non-Exempt	Pay Grade:	4B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to assist in mainframe equipment and hardware operations, system software, and customer service support duties. Incumbents log, reconcile, and distribute work products.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from the Administrator, Infrastructure and Operations. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are perform the more routine duties of the unit.

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 in maintaining availability of the system in running production jobs; monitors production activity; performs initial problem determination and problem resolution; refers problems as necessary; monitors the County's databases on a regular hourly basis to make sure they are functioning correctly and to ensure the integrity of the databases; researches and reports all issues and outages; follows up on all issues and document the results.

20% +/- 10%

- Schedules and processes batch production; prepares jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes output materials.

20% +/- 10%

- Prepares printed reports for distribution to customers; separates reports by job name and number; operates decollater; operates burster; trims reports; operates folder; seals forms and reports; enters system commands to control and operate printer devices; aligns all forms; notifies lead of damaged reports and forms; packages all reports and special forms for delivery to other county agencies and county residents.

15% +/- 5%

- Provides front line customer and technical support to individuals who access the County's mainframe computer system and the County databases; answers the County help desk phone and either corrects the issue or directs the call to the proper County agency or staff member.

5% +/- 2%

- Participates in internal and external groups to address and correct problems; stays abreast of current technology in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with six months of computer operations experience with an automated scheduling software or help desk experience; or an equivalent combination of education, training, and experience.

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 a computer and multifunction printer

Technology Requirements

- Ability to operate a variety of software and database including database software (MS Access), IBM mainframe software (TSO, SDSF), spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 scheduling reports, tape rotation reports, shift turnovers, exam reports, time sheets, and requests for vacation or leave.
- Ability to comprehend a variety of reference books and manuals including software manuals, users guides, forms handling book, operations call book, printer service log, and policy manual.
- Ability to prepare shift turnovers, performance appraisals, County payroll, CRIS turnover, time reports, warrants for payment, parking tickets, vouchers, letters and applications, mailers, benefits cards and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including mainframe users, vendors, and working groups.
- Ability to use and interpret computer mainframe terminology and language

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 DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21001	Loan Portfolio Analyst	Development	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	This position is vacant and no longer being utilized by the department. The tasks of the position are being performed by an Economic and Community Development Program Specialist.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation and HRIS
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Management Contact(s):	Paul Herdeg - Director, Economic Development
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Loan Portfolio Analyst	Class Number:	21001
FLSA:	Exempt	Pay Grade:	13A
Dept:	Development		

Classification Function

Provides oversight of Cuyahoga County's economic development loan portfolio and servicing functions for all County originated loans, across all programs; ensures accuracy and completeness for all loan portfolio covenant data and account reconciliation.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the accuracy and completeness of all County loan portfolio covenant and loan repayment data valued over 82 million. This class works under general direction from the Loan Portfolio Manager and receives instruction as new or unusual situations arise and is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The employee plans own work to meet given objectives and processes and is expected to use judgment when performing work.

Essential Job Functions

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

- 30% +/- 10%

• Determines and recommends appropriate loan recalibrations and/or other appropriate loan adjustments; performs credit analysis and risk assessment; mitigates exposure to high risk borrowers; reaches agreement with borrowers on loan terms resulting from previous errors and ambiguous and/or errant language throughout loan documents; delivers recalibrations and adjustments to Chief and Deputy Director; participates in bi-weekly portfolio reporting meetings with leadership.
- 25% +/- 10%

• Coordinates and implements all reporting and covenant compliance regarding the Economic Development Loan Portfolio; generates portfolio status reports; records data into the County's loan record system software; provides direction to administrator on report generation; monitors County's compliance to established Loan Portfolio Management Reporting System; maintains expertise in the loan portfolio software.
- 20% +/- 10%

• Reviews existing borrower requests, loan agreements, required documentation, and invoices prior to final review by Loan Portfolio Manager; reviews the documentation and information entered by other verticals within the department into the loan portfolio software; reviews the reports for integrity of the asset pledged as collateral; reconciles the loan portfolio software with the County's accounting system; prepares loan satisfaction memo; works with loan origination team to ensure all required documentation and procedures have been followed before a loan is closed and loan proceeds are disbursed.

Senior Loan Portfolio Analyst

20% +/- 10%

- Handles loan servicing recordation in conjunction with Loan Portfolio Manager; creates and maintains accurate and up-to-date file and data management storage to ensure the department knows what documentation it has, where it is located, and how to locate it.

5% +/- 2%

- Performs the duties of the Loan Portfolio Manager when incumbent is not available.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in accounting, finance, economics, mathematics, or related field with five (5) years of finance, credit analysis, or loan servicing management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- Must obtain, or be enrolled in, an Economic Development Finance Professional accreditation program or equivalent accreditation within 180 days of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities at this time.

Mathematical Ability

- Ability to add, subtract, multiple, divide, calculate decimals and percentages, perform routine statistics, and perform 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 financial and accounting documents, loan contracts, loan reimbursement draw requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook and Department Loan Policies and Procedures
- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Loan Portfolio Analyst

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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