



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: August 1, 2024

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the August 7, 2024, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Compliance Coordinator 14211	12A Exempt	12A Exempt (No Change)	Human Resources
Corrections Officer Lieutenant 12351	12A Non-Exempt	13A Non-Exempt	Sheriff
Manager, External Affairs 10171	12A Exempt	12A Exempt (No Change)	Medical Examiner
Manager, Security and Research 16292	13B Exempt	18B Exempt	Information Technology
Security Analyst 16361	10B Non-Exempt	11B Non-Exempt	Information Technology

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14211	Compliance Coordinator	Human Resources	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14211	Compliance Coordinator	Human Resources	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	Revision requested by HR. Classification last revised in 2022. Changes were made to distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	Human Resources and Sheriff's Department
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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>
Patrick Smock, Director, HR Employee Services	2/9/2024	Email	Sent drafted specification
	2/27/2024	Email	Reminder
Amy Marquit Renwald, Director of HR Labor and Employment	6/21/2024	Email	Review of draft
Sarah Nemastil, Chief HR Officer	2/9/2024	Email	CCed on communications
	2/27/2024	Email	
Jim Battigaglia, Archer Consultant	3/14/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Compliance Coordinator	Class Number:	14211
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Resources and Sheriff's Department		

Classification Function

The purpose of this classification is to serve as a subject matter expert to facilitate, coordinate, organize, and plan multi-program projects to support the County's compliance with the Americans with Disabilities Act ("ADA"), Title VII of the Civil Rights Act ("Title VII"), the Pregnant Workers Fairness Act ("PWFA"), Unemployment Compensation (U/C) state law, and Fitness for Duty (FFD) policies. Coordinate these programs as part of a centralized County management analysis enterprise, and coordinate planning activities for programs to ensure sufficient resources are available and involved. Also, to provide guidance and training to supervisors, managers, Human Resources staff, and union leadership (stakeholders) on best practices to comply with these regulations.

Distinguishing Characteristics

This is a professional classification that provides project managerial duties to support compliance with federal, state, and local labor laws and regulations for County employees. This classification receives general supervision and works under direction from the Director of Employee and Labor Relations as new or unusual situations arise. This classification is expected to exercise discretion in applying policies and procedures to resolve organizational and compliance problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. In relation to the class essential functions, the employee in this class develops and recommends procedures for project administration, project execution, and program compliance and development.

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%

- Oversees various projects to process requests for disability, pregnancy and religious accommodations under the ADA, Title VII, and the PWFA; to process FFD examinations; to coordinate both general and Title VII complaint investigations; and to process U/C claims, all of the foregoing to mitigate risk, ensure adherence to compliance requirements, and ensure that program-related compliance projects are completed on time and on budget; Assesses the County's needs and recommends solutions; Prepares project plans; Determines organizational and personnel requirements for compliance project teams through project management; Creates, executes and revises project plans as necessary to meet changing needs of the County and regulatory requirements; Reviews project plans, procedures, and status reports for compliance with government regulations, County standards, and adherence to plans and objectives; Identifies compliance improvement opportunities and implements changes for program performance; Keeps administration informed of program status; Facilitates meetings; Facilitates program compliance issue resolutions.

20% +/- 10%

- Serves as lead organizational coordinator to the County's Employee & Labor Relations staff for accommodation requests and compliance matters for employees; facilitates the process for accommodation requests and inquiries; reviews necessary documentation for accommodation requests to ensure they are complete and responsive; coordinates with staff to ensure timeliness and responsiveness of accommodations; makes recommendations to address accommodation needs; works with the Law Department to ensure all legalities are addressed; coordinates between different

Compliance Coordinator

departments and stakeholders the provision of accommodations; generates ad hoc and annual mandated reports on County accommodations; serves as the County ADA Coordinator and on the ADA Advisory Committee to advise and recommend all ADA compliance matters to the County Executive.

20% +/- 10%

- Coordinates the County's U/C program; develops process maps and procedure manual to ensure accurate and timely processing; gathers, completes, and reports all application information and/or notices; compiles data and identifies areas of program costs, credits, and overpayments; collects and reviews data to appeal contested claims in coordination with the Law Department; maintains all claim documentation and charges in database and various spreadsheets for elected officials and agencies under the County Executive until the completion of the application and/or appeal processes.

20% +/- 10%

- Coordinates complaint investigations performed by the County's Employee & Labor Relations staff in response to both general and Title VII complaints filed by employees; maintains consistent correspondence templates and may prepare correspondence for use by staff; maintains and tracks all investigation documentation in database.

5% +/- 2%

- Reviews the effectiveness and implementation of the County's policies, practices, and training regarding compliance with the ADA, Title VII, the PWFA, FFD policies, and U/C state law; makes recommendations to management on changes to policies and procedures to improve compliance; conducts training with staff on best practices regarding compliance; develops and maintains written materials and other informational pieces to broadly disseminate information.

5% +/- 2%

- Maintains expertise in compliance best practices; analyzes and interprets decisions, rulings, and resolutions on ADA issues and reasonable accommodation; attends trainings; reviews changes to laws and best practices; communicates with special interest groups.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations, business administration, project management or any related field with five (5) years of FFD and U/C, Title VII investigation, and accommodation program management; 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 computer and copier.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), PDF software (NitroPro), and various database software (Novell, SAP, SMERF, Matrix).

Compliance Coordinator

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis 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 accommodation requests, FFD requests, investigative reports, complaints, U/C documentation, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), American with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAA), Title VII of the Civil Rights Act, and Cuyahoga County policies and procedures.
- Ability to prepare various written correspondence relating to investigations, accommodations, and FFD requests; process maps, training documents, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with County management, County employees, and Corrections leadership.
- Ability to use and interpret human resource labor relations terminology and language.
- Ability to communicate with supervisors, management, county employees, corrections leadership, legal department, and Human Resources staff.

Environmental Adaptability

- Work is typically performed in an office environment but may involve exposure to bright/dim lights or machinery when performing investigations.

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
12351	Corrections Officer Lieutenant	Sheriff's Office	Non-Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12351	Corrections Officer Lieutenant	Sheriff's Office	Non-Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, minimum qualifications, physical ability, and language and formatting. A technology section was added. The pay grade has increased from PG 12A to PG 13A
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No. of Employees Affected:	Eight (8)
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 12A: \$67,288.00 - \$94,224.00 PG 13A: \$70,449.60 - \$98,633.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michelle Henry, Warden	5/21/2024 7/9/2024	Email Email	Sent draft specification Informed about pay grade
Dave Soltis, Chief Deputy	5/21/2024 7/9/2024	Email Email	Sent draft specification Informed about pay grade
Jim Battigaglia, Archer Consultant	5/24/2024	Email	Pay grade evaluation
Kellu Neale, Program Officer 4; John Kennick, Compensation Analyst	7/2/2024	Email	Informed about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Officer Lieutenant	Class Number:	12351
FLSA:	Non-Exempt	Pay Grade:	13A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections, and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under the general supervision of Associate Wardens, Wardens, and the Administrator of Corrections. 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. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety, and security measures for detention of adult felons.

Essential Job Functions

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

35% +/- 10%

- Supervises and directs the work of Sergeants, Corporals, 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; conducts 30, 90, and 180 day probationary reviews; 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.

25% +/- 10%

- Assists Associate Wardens in day-to-day operations of the Corrections staff administration, security, equipment, and property of County correctional facilities including making daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures laundry and sanitation requirements are being met; assists during large scale crisis or emergency events; responds to emergency situations and assists in planning and directing the placement of staff in the event of riots, escapes, and other emergencies within the facilities; alerts the management team regarding operational problems; oversees bookings, releases, arraignments, holdings, and video court; reviews release packets for inmates being released from custody for errors; conducts police dog (K9) training and certification; prepares K9 coverage; conducts use of force reviews and enters data into monthly incident tracker; reviews and saves body camera footage.

Corrections Officer Lieutenant

15% +/- 5%

- Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; assists in determining Bureau personnel requirements; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached; assists with policy and procedure development.

10% +/- 5%

- Oversees and conducts in-depth inspections and investigations or studies as directed, requested, or needed; conducts inspections of Correction's operations as specifically directed by higher authority or as determined by personal observation; assists with the accreditation process.

15% +/- 5%

- Performs supporting administrative responsibilities; serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversees and conducts inspections and studies of corrections operations as directed; responds to calls from the public regarding information on incarcerated family/friends, court staff, bailiffs, prosecutors, and public defenders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent with five (5) years of experience as a supervising Correction Sergeant; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
No high school diploma/GED	7 years
High school diploma/GED	6 years
Associate or higher degree	5 years

Related experience: directing daily operations of a correction facility possessing a thorough knowledge of custody rules and regulations, providing instruction and training to subordinates and inmates on policies and procedures, supervisory duties at the Correction Sergeant (or equivalent) level or higher. Military experience at the noncommissioned officer rank or higher may substitute for the corrections experience, with the same education requirement listed above.

- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of law enforcement equipment such as body cameras, handheld radio, pepper spray, and pepper ball gun.

Corrections Officer Lieutenant

- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database system (IMACS, Blue Team), and other jail management systems and databases.

Supervisory Responsibilities

- Ability to schedule, 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, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, media requests, laundry and sanitation sheets, hazard tool sheets, incident reports, work order request sheets, use of force reports, shift schedules, inmate release packets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, Employee Handbook, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, CCSO Standard Schedule of Discipline, BAD Standards, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets, use of force reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, subordinates, inmates, MetroHealth staff, consultants, vendors, and the general public.

Environmental Adaptability

Corrections Officer Lieutenant

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10171	Manager, External Affairs	Medical Examiner's Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10171	Manager, External Affairs	Medical Examiner's Office and Public Works	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	At the request of the Public Works Department, Public Works was added to the applicable" Departments" so this position would be available for them to utilize at the Animal Shelter. The language for the classification was made more generic to apply to multiple departments.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Medical Examiner's Office and Public Works
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Fiscal Impact:	No change to Pay Grade or FLSA status
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Hugh Shannon – Director, MEO Operations	6/13/2024	Email	Review of Draft
Mindy Nattichioni, Administrator, Animal Shelter	6/13/2024	Email	Review of Draft

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, External Affairs	Class Number:	10171
FLSA:	Exempt	Pay Grade:	12A
Dept:	Medical Examiner's Office and Public Works		

Classification Function

The purpose of this classification is to manage new and existing programs for the assigned department as well as to manage the department's external affairs.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing an assigned department's external communications and managing new and existing programs that promote and cultivate interest in the assigned department's activities. The employee works with a framework of policies, procedures, and local and State laws. 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.

- 30% +/- 10%
 - Manages and oversees program management and coordination of the assigned department's existing programs (e.g., education program, internship program, volunteer program, etc.).
- 20% +/- 10%
 - Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
 - Manages external affairs for the assigned department; serves as the liaison with the Administration's Communications Department to manage and enhance department's mission, vision, and message development with its external audiences and partners; acts as the primary spokesperson for department to local and national media; oversees external communications such as public records requests and archived records.
- 15% +/- 5%
 - Manages new programs and opportunities to promote the department's mission and agenda; develops operational plans, budgets, and workforce needs for the programs.

Manager, External Affairs

5% +/- 2%

- Performs supporting administrative duties; prepares official reports or documents; attends various meetings and trainings; researches focus studies or projects on topical or trending issues; researches and analyzes data and information that may impact daily operations; monitors legislative changes at State, Federal or other local jurisdictions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, marketing, communications, public relations, or a related field, and six (6) years of public affairs or public relations experience or any equivalent combination of training, and experience.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hire date ONLY IF assigned to the Medical Examiner's Office.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, and perform routine 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 such objectives, functions, and requirements.

Manager, External Affairs

- Ability to comprehend a variety of informational documents including various waivers, applications, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, departmental policy manual, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, spreadsheets, training manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, external partners, law enforcement, consultants, doctors, departmental employees, outside agencies and organizations, elected officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and on-site locations.
- Work may involve exposure to weather extremes, strong odors, bodily fluids, and diseases.

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
16292	Manager, Security and Research	Information Technology	Exempt	13B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16292	Manager, Security and Research	Information Technology	Exempt	18B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to the essential functions, distinguishing characteristics, minimum qualifications, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 13B to 18B.
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No. of Employees Affected:	Vacant
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Dept.(s) Affected:	Informational Technology
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Fiscal Impact:	PG 13B: \$78,499.20 - \$109,886.40 PG 18B: \$100,942.40 - \$141,273.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeremy Mio, Information Security Officer	2/28/2024	Email	Sent drafted specification
	2/28/2024	Email	Answer question
	2/29/2024	Email	Answer question
	3/26/2024	Email	Pay grade change notification
	4/11/2024	Teams	Meeting about pay grade
Andy Johnson, Chief Information Officer	2/28/2024	Email	CC'ed on communications
	2/28/2024	Email	
	2/29/2024	Email	
	3/26/2024	Email	
Jim Battigaglia, Archer Consultant	2/29/2024	Email	Pay grade evaluation
	7/16/2024	Email	Pay grade evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	3/18/2024	Email	Pay grade change notification

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Security and Research	Class Number:	16292
FLSA:	Exempt	Pay Grade:	18B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide information security to all County agencies using enterprise-level information technology software, appliances, policy, and techniques. Employee establishes, monitors, and enforces the Department of Information Technology's security policies, procedures, and overall enterprise security strategy.

Distinguishing Characteristics

This is a senior-level management classification working under the direction of the Information Security Officer. The position is responsible for developing strategic security initiatives, conducting comprehensive risk assessments, overseeing the response to security incidents, and ensuring the organization's compliance with security policies and regulations. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee in this class is also responsible for establishing and enforcing the departmental security policies and procedures and assisting in the design of security solutions.

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%

Leads the creation, implementation, and enforcement of comprehensive security strategies and policies that protect the organization's information assets and align with organizational goals; utilizes enterprise-level technologies and techniques to secure network infrastructure across all County agencies; schedules and oversees the application of critical security patches to address vulnerabilities; responds to critical cyber security incidents by disconnecting the County network from the internet, restricting employee access to the network, or by taking other actions to manage risk; works with outside agencies such as local, state, and federal law enforcement to handle critical incidents; works on a team that meets regularly with representatives from law enforcement agencies to gather information about cyber security threats; develops planning for strategic initiatives related to security management including equipment refresh, capital outlays, and system life cycle management related to information security management.
- 25% +/- 10%

Supervises and directs the work of Security Analysts and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training, instruction, and educational opportunities; 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; plans, develops, and makes recommendations regarding the budget for the cyber security unit..
- 20% +/- 10%

Performs risk assessments to identify vulnerabilities and potential threats; ensures adherence to legal

Manager, Security and Research

and regulatory compliance standards; leads efforts to address and mitigate compliance issues; reports on threats and major incidents as needed; develops a long-term risk management strategy to address anticipated threats.

15% +/- 5%

- Oversees the coordination and execution of incident response efforts; develops and maintains incident response plans; ensures the team's readiness through training and simulation exercises.

10% +/- 2%

- Performs security research and development; reviews, researches, and writes security policies and procedures; stays up to date on the latest security threats, technologies, and best practices; leads the evaluation of new security tools and methods; recommends improvements to the security infrastructure; develops and recommends cyber security policies and procedures for various County agencies; contributes to the design of innovative security solutions; attends various trainings and conferences to stay current on emerging trends.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information security, cybersecurity, or a related field with six (6) years of information technology experience including network engineering security, cybersecurity, information security, or related field, and one (1) year of supervisory experience managing teams, projects, and strategic initiatives; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a reliable vehicle.
- A Certified Information Systems Security Professional (CISSP) certification is required.

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 and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database software (Security Information and Event Management (SIEM), Identity and Access Management (IAM) Software), and various e-learning and training platforms.

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.
- Ability to solve and act on employee problems.

Manager, Security and Research

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 gained by accessing computer systems including the Intrusion Prevention System (IPS), closed circuit television, email security, Web security, the email system, incident reports, security audit reports, risk assessment documents, compliance reports, security project status updates, budget reports, reports, and technology service requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, online documentation, the US Critical Infrastructure Protection Standards (CIP), Ohio Secretary of State Election Security Guidelines, FBI Criminal Justice Information Services (CJIS) Security Policy, Payment Card Industry Data Security Standard (PCI DSS), National Institute of Standards and Technology (NIST) Frameworks, Federal Information Security Management Act (FISMA), Cloud Security Alliance (CSA), the Office of Information Technology (OIT) website, State Code Websites, the SysAdmin, Audit, Networking, and Security Institute (SANS) Website, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security assessments, reports of security threats, emergency call lists, status reports, travel and training requests, Technical Advisory Committee (TAC) briefing memos and documents, Service Requests, Technology Purchase Requests (TPR), and annual employee performance reviews using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.
- Ability to use and interpret computer and accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, Security and Research

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
16361	Security Analyst	Information Technology	Non-Exempt	10B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16361	Security Analyst	Information Technology	Non-Exempt	11B

Requested By:	Personnel Review Commission
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Rationale:	Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, additional requirements, distinguishing characteristics, and language and formatting. A technology section was added. The pay grade is going from 10B to 11B.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 10B: \$65,000.00 - \$91,041.60 PG 11B: \$69,492.80 - \$97,302.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeremy Mio, Information Security Officer	10/25/2023	Email	Sent drafted specification
	11/9/2023	Email	Reminder
	11/20/2023	Email	Final Reminder
	11/20/2023	Email	Answer/ask questions
	12/21/2023	Email	Follow up
	1/29/2024	Email	Review reminder
Andy Johnson, Chief Information Officer	10/25/2023	Email	CC'ed on communications
	11/9/2023	Email	
	11/20/2023	Email	
	11/20/2023	Email	
	12/21/2023	Email	
	1/29/2024	Email	
Jim Battigaglia, Archer Consultant	2/14/2024	Email	Pay grade evaluation
	2/20/2024	Email	Sent updated spec
	7/22/2024	Email	Confirmed PG

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Analyst	Class Number:	16361
FLSA:	Non-Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection, complete Tier-II security analysis, and to monitor, analyze, respond, and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for monitoring network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of defined procedures in troubleshooting and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative. This position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%

- Monitors, analyzes, and responds to all intrusion detection and protection systems, web traffic security, and other security intelligence and event monitoring systems; investigates and responds to alerts in various defense portals; monitors, analyzes, and responds to other applicable appliances that protect the County against spam, viruses, phishing, and other threats; monitors, analyzes, and responds to security compliance and audits of critical controls; follow up with the appropriate departments to ensure network security infrastructure is maintained; provides reports on security threats and intelligence; participates in security testing and audits.

30% +/- 10%

- Researches and updates documented security processes and procedures to improve enterprise security; maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements; researches operational enhancements, solutions to problems, and trends; researches, evaluates, and tests better automation methods for various security products.

15% +/- 10%

- Provides full technical support on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances; conducts eDiscovery and forensic investigations on hardware and systems; assists internal Departments, County agencies, Courts, law enforcement, and other external federal or partner agencies in investigations.

5% +/- 2%

Security Analyst

- Provides technical support and assists with applicable security design and enterprise network configuration with Security Engineers, Infrastructure and Operations, other IT Staff, and potentially external partners; serves as technical contact for current or potential vendors.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; provides insight into monthly security advisory.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field and three (3) years of information technology experience including one (1) year of information security experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain a certification by a recognized cybersecurity certification association such as ISC2, CompTIA, ISACA, SANS/GIAC, EC-Council, Offsec, or a regional accredited university within probationary period.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and computer technology including computers, printers, servers, forensic tools, and security appliances.

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 presentation software (Microsoft PowerPoint).
- Ability to utilize a variety of technical security and forensic tools and software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages; calculate and make use of the principles of routine and advanced statistical theory and inference.

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.

Security Analyst

- Ability to comprehend a variety of informational documents including technical status and system logs, penetration test reports, risk assessments reports, threat intelligence reports, security, audits, logs, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, OWASP Top 10, Security Documentation, CIS Top 20 Security Controls Technical Documentation, CIS Benchmarks, Threat Intelligence, and technical information and instruction manuals.
- Ability to prepare operational monitoring report, technical and non-technical user guides; root cause analysis report, malware analysis report, test and monitoring scripts and codes; Security Incident and Event Management (SIEM) reports, application security review, 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 computer security terminology and language.
- Ability to communicate with management, co-workers, vendor staff, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may include travel to other county or state locations.

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