



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: August 27, 2026

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the September 2, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Co-Director, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Chief Investigator – Sheriff's Department 12361	13A Exempt	13A Exempt (No Change)	Sheriff's
Data Analyst 16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology
Supervisor, Electronic Technician 15181	8A Non-Exempt	8A Non-Exempt (No Change)	Public Works
Supervisor, Geriatric Behavioral Nurse 17051	11A Exempt	12A Exempt	Senior and Adult Services

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12361	Chief Investigator – Sheriff's Department	Sheriff's Department	Exempt	13A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12361	Chief Investigator – Sheriff's Department	Sheriff's Department	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Timothy O'Connor,	7/1/2026	Email	Sent drafted specifications

Deputy Sheriff, Lieutenant	7/16/2026	Email	Reminder
Jim Battigaglia, Archer Consultant	7/22/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Investigator – Sheriff's Department	Class Number:	12361
FLSA:	Exempt	Pay Grade:	13A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to plan, coordinate, and supervise the Cuyahoga County Major Crimes Task Force.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for planning and coordinating the activities of the Cuyahoga County Major Crimes Task Force investigating crimes including money laundering, drug investigations, human trafficking, organized crime, and financial crime. This classification supervises the work of personnel from multiple law enforcement agencies assigned to the task force. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to overseeing the task force. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

50% +/- 10%

- Plans, coordinates, supervises, and participates in task force investigations in compliance with local, state, and federal laws, regulations, and department protocol; reviews information received to determine possible criminal activity, validity of information, and appropriate jurisdiction; participates in determining appropriate investigative direction and method for cases based on available information; aids in determining the connection between financial crimes and other criminal activity; prepares and/or obtains search warrants, arrest warrants, and subpoenas; interacts with witnesses/victims/suspects/confidential informants as necessary; responds to crime scenes and investigative sites; recommends, updates, and implements unit procedures, policies, objectives, and goals; develops case files and maintains logs; reviews and prepares various reports and documents relating to investigations work; testifies in court proceedings.

30% +/- 10%

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

Chief Investigator – Sheriff's Department

10% +/- 5%

- Communicates and coordinates with a variety of financial institutions, federal and state-level prosecutors, members of the public, consultants, external partner agencies (i.e., police departments), County agencies, and related businesses to facilitate investigations; coordinates on joint operations requiring the assistance of other law enforcement agencies; gives lectures on financial crimes to industry and government partners.

5% +/- 2%

- Oversees the handling of County and task force property, criminal evidence, and civil forfeitures; ensures proper use, maintenance, and documentation of equipment used during operations; takes temporary custody of criminal evidence and civil forfeitures; completes documentation and process to transfer evidence and civil forfeitures to appropriate entity.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice, or related field with five (5) years of criminal investigations or financial crime investigations experience including (3) years of relevant supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

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

**All education levels require 3 years of relevant supervisory experience*

Related fields: accounting, business, public administration, communications, psychology, criminology, management

Related work experience: law enforcement

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 the discipline or discharge of employees.

Mathematical Ability

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

Technology Requirements

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

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 overtime usage reports, attendance records, vehicle maintenance and fuel reports, confidential funds reports, time sheets, billing invoices, monthly activity reports, case reports, court orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, state, and federal statutes relevant to money laundering, criminal statutes, civil forfeiture laws, and relevant case law.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, task force annual summary reports, monthly case update reports, financial case reports, purchase orders, operation plans, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, employees, department management, federal and local law enforcement, and external business and organization partners.

Environmental Adaptability

Chief Investigator – Sheriff's Department

- Work is typically performed in an office environment and occasionally on site at crimes scenes and investigation sites.
- Work may involve exposure to strong odors, temperature and weather extremes, smoke, dust, pollen, wetness and humidity, animals or wildlife, disease and bodily fluids, violence, bright/dim lights, and noise extremes.

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
16131	Data Analyst	Information Technology	Non-Exempt	9B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16131	Data Analyst	Information Technology	Non-Exempt	9B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, technology requirements, and language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.
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No. of Employees Affected:	Two (2)
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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):	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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Curtis Couch, Manager, Reporting and Data Analytics	7/29/2026	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	8/13/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	16131
FLSA:	Non-Exempt	Pay Grade:	9B
Departments:	Information Technology		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various County projects.

Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

60% +/- 10%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assists users with understanding program applications; instructs and trains users in the operation and function of new and existing systems; maintains reporting datasets to support consistent and reusable analytics; validates reports' accuracy.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings

Data Analyst

and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in statistics, computer science, or related field and one (1) year of data analytics experience; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	5 years
Related associate or unrelated bachelor's degree	3 years
Related bachelor's or unrelated graduate degree	1 year
Related graduate degree	0 years

Related degree fields: business administration, mathematics, data science, information technology.

Related work experience: report/dashboard development, SQL/Oracle querying, BI tools, database management.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (Report Builder), business intelligence software (SSMS, Power BI), IT Service Desk software, relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Data Analyst

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level analysis including the ability to audit, deduce, assess, and appraise data. 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 data reports, , data validation reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, 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 communicate with management, co-workers, end-users, 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15181	Supervisor, Electronic Technician	Public Works	Non-Exempt	8A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15181	Supervisor, Electronic Technician	Public Works	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to language and formatting. A minimum qualifications table was added. No change to FLSA or pay grade.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Paul,	7/15/2026	Email	Sent drafted specifications

Administrator, Facilities Maintenance	7/16/2026	Email	Ask question
Jim Battigaglia, Archer Consultant	8/5/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Electronic Technician	Class Number:	15181
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisory classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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.

40% +/- 10%

- Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares reports; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages and trains staff performing data input for the work order dispatch program.

30% +/- 10%

- Supervises and directs the work of Electronic Technicians 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.

25% +/- 10%

Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave, costing sheets, and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

5% +/- 2%

- Operates and tests building automated systems, fire alarm systems, and generator monitoring systems; coordinates with outside vendors to schedule yearly testing for fire alarm systems and troubleshoots any problems with the system.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in electronics technology or related field with two (2) years of data processing experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/unrelated associate degree	4 years
Related associate/unrelated bachelor's degree	2 years
Related bachelor's degree/any graduate degree	1 years

Related degree fields: information technology, electronic engineering

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), desktop publishing software (Nitro Pro), and data entry software (Metasys and Simplex Fire System).

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

Supervisor, Electronic Technician

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, the Employee Handbook and other manuals, policies, and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence, costing sheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret mechanical, electrical, and engineering terminology and language.
- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, pollen, and electrical currents.

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
17051	Supervisor, Geriatric Behavioral Nurse	Senior and Adult Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
17051	Supervisor, Geriatric Behavioral Nurse	Senior and Adult Services	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to the essential functions, language, and formatting. No change to FLSA status. Pay grade increased from 11A to 12A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Senior and Adult Services
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Fiscal Impact:	11A: \$66,726.40 - \$93,412.80 12A: \$70,012.80 - \$98,030.40 Current incumbent falls within range of new pay grade. TBD by Human Resources.
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sylvia Pla-Raith, Administrator, Social Program 5	3/17/2026	Email	Sent drafted specification
	4/2/2026	Email	Reminder
Kelli Neale, Program Officer 4 John Kennick, Senior Manager, Compensation and HRIS	7/7/2026	Email	Discuss pay grade
Jim Battigaglia, Archer Consultant	4/30/2026	Email	Pay grade evaluation
	7/7/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Geriatric Behavioral Health Nurse	Class Number:	17051
FLSA:	Exempt	Pay Grade:	12A
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning, and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for assessing clients' medical status, mental health, and cognitive functioning, and supervising assigned staff. This class works under general direction of a Deputy Administrator, Community Programs. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations. This position requires visiting and interacting with clients in their homes.

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%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; provides nursing assessments for new (same day) clients and existing Division and Senior and Adult service including Adult Protective Services (APS) clients; checks vitals and monitors heart rate; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability and mental health with various assessments (e.g., Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine client's capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 5%

- Conducts home visits; examines the home for environmental hazards; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

10% +/- 5%

- Supervises and directs the work of Senior and Adult Assessment Specialists, Behavioral Health Unit employees, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; 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%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills; attends and testifies in court hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Biennial renewal of registered nursing license 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 printers.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to bend and twist, and the ability to lift, push, and pull up to 25 lbs.

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 (ODAPS, CaseWorthy).

Supervisory Responsibilities

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

Supervisor, Geriatric Behavioral Health Nurse

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Employee Handbook, Centers for Medicare and Medicaid Services, APS state mandate, policies, and procedures, HIPAA, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, correspondence, lab reports, medical notes, staff evaluations, cognitive assessments, mileage reimbursement sheets, 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, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, mental health, and related legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, bright/dim lights, noise extremes, animals, and temperature extremes.

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.