



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: September 5, 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 September 11, 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.

| NEW CLASSIFICATION | PAY GRADE and FLSA STATUS | DEPARTMENT |
|--|---------------------------|---------------------------|
| Supervisor, Shared Services Customer Support Phone Lines 10311 | 10A Exempt | Health and Human Services |

| REVISED CLASSIFICATIONS (Revised Title) | CURRENT PAY GRADE & FLSA | RECOMMENDED PAY GRADE & FLSA | DEPARTMENT |
|--|--------------------------|-------------------------------|---|
| ERP Business Systems Administrator 16451 | 15B Exempt | 15B Exempt (No Change) | Fiscal, OPD, Human Resources, or Public Works |
| Accountant 3 11063 (<i>Financial Reporting Accountant 11221</i>) | 10A Exempt | 13A Exempt | All Departments (Fiscal) |
| Senior Supervisor, Sewer Maintenance 18002 | 13A Exempt | 13A Exempt (No Change) | Public Works |
| Supervisor, Project Inspection 18121 | 10A Non-Exempt | 10A Non-Exempt (No Change) | Public Works |
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| DELETED CLASSIFICATION | PAY GRADE and FLSA STATUS | DEPARTMENT |
|--|---------------------------|--------------|
| Animal Adoptions Coordinator 10051 | 5A Non-Exempt | Public Works |
| Behavior Coordinator 15045 | 6A Non-Exempt | Public Works |
| Supervisor, Animal Shelter Medical 15041 | 7A Non-Exempt | Public Works |

PROPOSED NEW CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|---|--------------------------------------|--------------------|------------------|
| 10311 | Supervisor, Shared Services Customer Support Phone Lines | Health and Human Services | Exempt | 10A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | This is a new classification based on the CPQ of a current Administrative Officer. This classification was joint effort from HR and PRC to make a classification specific to the work being performed by this employee. |
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| No. of Employees Affected: | One |
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| Dept.(s) Affected: | Health and Human Services |
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| Fiscal Impact: | PG 10A: \$61,006.40 - \$85,363.20 The employee's current salary falls within the set pay grade. |
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| Staffing Implications: | Employee to be reassigned once classification is active. |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|---|--|---|
| Jo-Anna Pugh-Fitzpatrick, SPA 3 | 7/3/2024 7/11/2024 7/12/2024 7/19/2024 8/13/2024 8/13/2024 | Email TEAMS Meeting Email Email Email Email | Sent Draft for Review Questions regarding draft Updated Draft after Edits Receipt of Updated Draft Update on PG Eval Response to Questions about PG Eval |
| Arnell Hurt, SPA 5 | 7/3/2024 8/13/2024 | Email Email | Sent Draft for Review Update of PG Eval |

| | Response to Questions about PG Eval | Email | Response to Questions about PG Eval |
|--|-------------------------------------|-------|-------------------------------------|
| Jim Battigaglia, Archer Consultant | 7/19/2024 | Email | Pay Grade Evaluation |
| Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst | 8/8/2024 | Email | Informed about pay grade |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|--|----------------------|-----|
| Class Title: | Supervisor, Shared Services Customer Support Phone Lines | Class Number: | TBD |
| FLSA: | Exempt | Pay Grade: | TBD |
| Dept: | Health and Human Services | | |

Classification Function

The purpose of this classification is to oversee and supervise staff who answer the phone lines for Cuyahoga County’s Health and Human Services benefits hotline and customer service phone lines.

Distinguishing Characteristics

This is a supervisory level classification that ensures excellent customer service for individuals calling in to Cuyahoga County’s Health and Human Services benefits hotline and Customer Service phone line by supervising units of staff responsible for answering the phone lines. The employee works under general supervision from the Customer Service Ombudsman and within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

45% +/- 10%

- Supervises and directs the work of Clerical Specialists, Administrative Assistants, and other assigned staff to deliver customer service for inbound/outbound phone lines including HHS 432-Care, Ohio Benefits; 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.

40% +/- 10%

- Reviews and analyzes the effectiveness and efficiencies of current policies and procedures; updates data in appropriate database and prepares required reports; collects and maintains call center data and creates summary spreadsheets and reports for management; analyzes call patterns to determine how to handle calls more efficiently; recommends and implements changes to policies and procedures to improve efficiency and customer satisfaction; ensures operations comply with state policies and guidelines.

10% +/- 5%

- Maintains knowledge of all state and federal regulations of benefits issued by Cuyahoga County and community resources; provides updates to staff when changes to benefits policies occur; reviews benefits policies and forms and updates as necessary; reviews financial transactions with internal and external customers to ensure compliance within the EBT/Way2Go electronic environment.

5% +/- 2%

- Performs related administrative duties; answers phone calls and email correspondence; attends meetings and trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, social work, or a related field with two (2) years of administrative customer support experience including an additional two years of related supervisory experience; or any equivalent combination of training and experience as defined below.

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED | NO |
| Unrelated associate degree | 5 years |
| Related associate degree | 4 years |
| Unrelated Bachelor's degree | 3 years |
| Related Bachelor's degree | 2 years |
| Unrelated graduate degree | 2 years |
| Related graduate degree | 1 year |

Related degrees; psychology, human services, business management, human resources.

Related work experience: administrative support, clerical/support staff, data management, human services/case work; human resources.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including email software (MS Outlook), database software (OnBase, Case Assignment Tracking System, Ohio Benefits Workers Portal, Way2Go, Electronic Benefits System, etc.), spreadsheet software (MS Excel), teleconferencing software (MS Teams), telephone calling system (CISCO/Amazon), and word processing software (MS 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.

Supervisor, Shared Services Customer Support Phone Lines

- 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including CISCO statistics, logout report, and queue details, call statistics reports, monthly reports, benefits program inquiries, system reports, form requests, timesheets, benefits request forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Family Assistance Policies and Procedures, benefits program manuals and guidelines, systems training manuals, Ohio Administrative Code, Cuyahoga County Code of Ethics, and collective bargaining agreements.
- Ability to prepare timesheets, utilization report, monthly team statistic reports, employee evaluations and performance reviews, various tracking reports, contact lists, team assignment schedules, 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 public benefits program terminology and language.
- Ability to communicate effectively with employees, supervisor, Cuyahoga County benefits recipients, other County employees and departments, and collective bargaining unit representatives.

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 |
|---------------------|------------------------------------|---|--------------------|------------------|
| 16451 | ERP Business Systems Administrator | Fiscal, OPD, Human Resources, or Public Works | Exempt | 15B |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|------------------------------------|---|--------------------|------------------|
| 16451 | ERP Business Systems Administrator | Fiscal, OPD, Human Resources, or Public Works | Exempt | 15B |

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|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
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| Rationale: | PRC routine maintenance. Classification last revised in 2020. Changes were made to the classification function, 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: | Three (3) |
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| Dept.(s) Affected: | Fiscal |
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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 and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|--|--------------------------------|--------------------------------|---|
| Sarah Nemastil, Chief HR Director | 6/6/2024 | Email | Sent Draft class spec for review |
| Nichole English, Planning and Program Administrator – Public Works | 6/6/2024 | Email | Sent Draft class spec for review |
| Robert Noll, Deputy Chief Information Officer | 6/6/2024 | Email | Sent draft for review of minimum qualifications |
| Jim Battigaglia, Archer Consultant | 7/11/2024 | Email | Pay grade evaluation |
| Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst | 8/8/2024 | Email | Update on PG Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|---|----------------------|-------|
| Class Title: | ERP Business Systems Administrator | Class Number: | 16451 |
| FLSA: | Exempt | Pay Grade: | 15B |
| Dept: | Fiscal, OPD, Human Resources, or Public Works | | |

Classification Function

The purpose of this classification is to manage the application architecture of the assigned department's ERP Module in order to meet the business needs of the department and to maximize usability for department employees and management.

Distinguishing Characteristics

This is a journey level classification responsible for accomplishing the short- and long-term goals for the assigned department's ERP Module. This position ensures the module meets the needs of the department while aligning with the broader business and Information Technology initiatives. This position also provides strategic insight to management decisions using information within the application. Employees at this level receive instruction or assistance from a manager and from IT personnel as new or unusual situations arise. This individual is responsible for their assigned module and exercises judgement to meet the needs of stakeholders. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the department.

Essential Job Functions

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

30% +/- 10%

- Manages the data within the application; monitors and audits data within the application for accuracy; researches errors and discrepancies; resolves and prevents future inaccuracy issues; compares data in multiple systems to ensure data integrity; designs, develops, and runs reports and queries within the application for use by management and other employees; provides insight to management decisions using data within the application; ; recommends process improvements; ensures security compliance for users within the application.

20% +/- 10%

- Manages projects to maintain, troubleshoot, and improve the applicable module in the County's ERP system; serves as an intermediary between the business end users and Information Technology (IT) department to convey the needs for the applicable module; communicates the changes to be made in the application (databases, widgets, tables, etc.) to the IT department; tests module implementation, system upgrades, patches, and functional enhancements; monitors that the changes are enacted according to the department's project plan; resolves any issues that impede the completion of the project; follows up with department management to ensure changes were successful and discusses future changes.

20% +/- 10%

- Provides various ERP-related support services; responds to questions and issues from other department staff; troubleshoots system issues; develops training materials including manuals for all users of the application; writes training manuals for future department ERP Administrators; conducts training sessions for all users of the application.

10% +/- 10%

ERP Business Systems Administrator

- Designs and directs the creation of strategy, architecture, implementation, communication, delivery, and administration of applicable ERP modules, solutions, and business analytics; coordinates work between the department's management, Information Technology (IT), and other ERP classifications to ensure that all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements; provides on-going escalated support of ERP department tools, ensuring functional governance of module systems technology, and driving analytics/data reporting.

10% +/- 5%

- Communicates with other department leads and the IT ERP team to keep up to date with changes and improvements to the architecture, infrastructure, interface development, and progress of their modules; coordinates interfacing between other ERP Modules; attends conferences and product demos and reads pertinent materials to stay up-to-date on the capabilities of the ERP system; strategizes with management and makes recommendations on improvements/changes to the ERP system to assist with the needs of the department.

10% +/- 5%

- Serves as a lead worker to plan, assign, coordinate, and review the work of other employees; provides instruction and training to employees; solves employee problems.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer information systems, software development, business administration, or applicable department field of expertise such as Public Works, Fiscal, Procurement, or Human Resources with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to the applicable department's ERP core modules; **or any equivalent combination of education and experience as defined in the table below.**

| Highest degree of education attained | Experience required |
|--------------------------------------|------------------------|
| High school diploma/GED | 10 years (5 years ERP) |
| Unrelated associate degree | 9 years (5 years ERP) |
| Related associate degree | 7 years (2 years ERP) |
| Unrelated bachelor's degree | 6 years (2 years ERP) |
| Related bachelor's degree | 5 years (2 years ERP) |
| Unrelated master's/doctoral degree | 4 years (2 years ERP) |
| Related master's/doctoral degree | 3 years (2 years ERP) |

Related degree fields: any human resources, finance, business, or information technology fields.

Related work experience: ERP systems (Infor, Oracle, SAP, Workday, Microsoft Dynamics, Sage, Acumatica, IFS, Epicor), analytics, application support, application user security, system analysis, report creation/support (SQL, SSRS, Cognos, Crystal, Tableau, Power BI), workflows, programming (C#, Visual Basic, Python, JavaScript, Go, Java, Kotlin, PHP), system troubleshooting.

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.

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.

Mathematical Ability

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel and Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint) and database software (Infor ERP).

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires 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 applicable to the assigned department such as data for import, process flow charts, work orders, report requests, contractor and personnel records, list of materials and parts, fiscal records and reports, requests for proposals, benefits and HR reports and records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, construction manuals, Ohio Revised Code, department specific guidelines, and the Employee Handbook.
- Ability to prepare performance indicator reports, expense reports, training manuals, department historical reports on applicable department subjects, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise and train businesses, department members, and management on application standards and other system and business-related changes. Ability to convince and influence others, to record and deliver information, and to explain procedures.

ERP Business Systems Administrator

- Ability to use and interpret department tools, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County departments and employees, and external vendors.

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 |
|---------------------|-----------------------------|------------------------|--------------------|------------------|
| 11063 | Accountant 3 | All Departments | Exempt | 10A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|---------------------------------------|-------------------|--------------------|------------------|
| 11221 | Financial Reporting Accountant | Fiscal | Exempt | 13A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | PRC routine maintenance. Classification last revised in 2019. Changes were made to the title, department, distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. Pay Grade increased from 10A to 13A. |
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| No. of Employees Affected: | Five (5) |
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| Dept.(s) Affected: | Fiscal |
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| Fiscal Impact: | PG 10 \$61,006.40 - \$85,363.20 PG 13 \$70,449.60 - \$98,633.60 All employees are above the minimum of 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> |
|--|--------------------------------|--------------------------------|---|
| Leigh Tucker, Assistant Fiscal Officer | 6/23/2023 | Email | Sent drafted specification |
| | 10/16/2023 | Email | Reminder |
| | 10/24/2023 | Email | Question about supervision |
| | 5/16/2024 | TEAMS call | Financial Reporting Accountant minimum qualifications |
| | 5/9/2024 | Email | Response to Draft |
| | 5/10/2024 | Email | Clarifying comments on draft changes |
| | 5/16/2024 | TEAMS call | Discussion over min quals |
| | 5/17/2024 | Email | Updated Draft |
| | 5/29/2024 | Email | Request for Info for PG Evaluation |
| | 6/14/2024 | Email | Update |
| | 6/27/2024 | Email | Update on PG Eval |
| | 7/16/2024 | Email | Update on PG Eval |
| 7/24/2024 | Email | Request for more info | |
| 8/12/2024 | Email | Update on PG eval | |
| Jim Battigaglia, Archer Consultant | 5/29/2024 | TEAMS call | Pay grade evaluation |
| | 5/31/2024 | Email | Provision of updated info |
| | 6/25/2024 | Email | Question about pay grade |
| | 8/6/2024 | Email | Pay Grade Recommendation |
| Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst | 10/26/2023 | Email | Update |
| | 4/29/2024 | Email | Update |
| | 8/8/2024 | Email | Update on PG Eval |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|--------------------------------|----------------------|-------|
| Class Title: | Financial Reporting Accountant | Class Number: | 11221 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Fiscal | | |

Classification Function

The purpose of this classification is to coordinate the accounting activities for County departments and agencies, maintain the accuracy of the financial data within the County's financial accounting system, provide the necessary reporting needed by County agencies, and coordinate the preparation of the Annual Comprehensive Financial Report (ACFR).

Distinguishing Characteristics

This is an advanced journey-level classification with responsibility for coordinating complex technical accounting activities and providing guidance to a County department or agency. This classification works under direction of a manager. Employees work independently with minimal instruction or assistance and is expected to use judgement in performing work in accordance with established policies and procedures, generally accepted accounting principles (GAAP), and governmental accounting standards board (GASB). The employee is responsible for applying accounting rules and standards and County policies to resolve complex transactions and to ensure timely and accurate accounting of all transactions and activities by County departments and agencies.

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%

- Coordinates accounting activities for County departments and agencies; coordinates general ledger, payroll, purchasing, inventory control, capital assets, and grants; reviews and monitors the accounting transactions of all County departments and/or agencies for appropriate classification and accounting treatment; compiles analyses, reconciliations, or other data or ancillary reports in the preparation of budgets, audits, and the County's Annual Comprehensive Financial Report (ACFR); prepares cash basis financial statements and converts financial data to accrual basis to generate Generally Accepted Accounting Principles (GAAP) basis financial statements.

30% +/- 10%

- Coordinates the preparation of financial reports/financial statements; coordinates the preparation of the financial statements and workpapers for the annual audits; documents and monitors internal controls in support of internal auditing team; responds to inquiries from internal and external auditors and County personnel regarding revenues, expenses, assets, liabilities, and other various accounts for responsible funds; coordinates the preparation and review of the Schedule of Expenditures of Federal Awards (SEFA). prepares various monthly reconciliations (e.g., system, bank account, bank to book, payroll tax, etc.); categorizes, posts, adjusts, and reconciles revenues and expenditures to proper accounts; analyzes variances (e.g., actual spending to budget, current spending to previous, etc.); produces various financial reports and statements related to assigned area(s) (e.g., fixed asset schedules and reports, inventory reports, unemployment tax reports, project activities, grant activities, etc.); prepares schedules for regulatory reporting; oversees and/or assists other departments with preparation of financial and/or budget reports; ensures the propriety of department's accounting transaction processing; reviews, interprets, and applies GAAP and GASB; ensures that all financial statements, documents, and reports conform with GAAP, GASB, and regulatory requirements.

Financial Reporting Accountant

20% +/- 10%

- Serves as a liaison with assigned County departments and agencies; works with County departments and agencies to optimize financial operations; coordinates with County agencies, departments, and banks to ensure that transactions are properly recorded; provides technical assistance to County fiscal and accounting personnel regarding the financial accounting system; works with agencies and departments to find solutions for conflicts with GAAP, GASB, and other accounting rules and regulations; assists agencies and departments with correcting accounting transactions and reporting issues; provides training to various County departments in accounting best practices and the use of the accounting system; develops training and guides for County departments and agency staff on accounting best practices and County procedures.

20% +/- 10%

- Approves and processes various fiscal activities for assigned departments; monitors bank transactions and performs account reconciliations; performs journal entries; monitors depositing of daily revenue receipts prepared by the Treasury Department utilizing Lawson Infor; reviews and approves journal entries submitted by County agencies; checks that all funds and appropriations have been posted to the correct category; checks that appropriation transfers and adjustments are correct; reconciles and/or monitors bank account activity; prepares bank confirmations for County and/or external auditors.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, seminars, and meetings; keeps abreast of changes in applicable legislation, policies, and procedures; assists with the development of Cuyahoga County accounting control procedures; identifies and implements opportunities for process improvements; works with IT to test data systems and procedures affecting conversions when systems are being updated or new systems are being implemented.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting with 6 years of accounting experience, 3 years of which must include preparation of income statements, general ledger accounts, trial balances, journal entries, variance analysis and bank reconciliations, financial reporting, financial analysis, auditing, or GAAP/GASB reporting experience; **or an equivalent combination of education, training, and experience as defined below:**

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| Bachelor's degree | 6 years |
| Related master's/doctoral degree | 5 years |

Certifications: a CPA may substitute for one year of experience.

Additional Requirements

- No certificates or licenses required.

Financial Reporting Accountant

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 accounting and database software (Infor Lawson).

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

- 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 accounting system reports, bank reports and statements, revenue receipts and reports, expenditure reports, checks, general ledger, cash financial statements, grant documentation, and ACFR reports.
- Ability to comprehend a variety of reference books and manuals including the *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), general accepted auditing standards, Auditor of State website, Ohio Revised Code (ORC), the Employee Handbook, and related websites and system program manuals.
- Ability to prepare Single Audit spreadsheets, ACFR reports, Fiscal Office reconciliations, bank reconciliations, various accounting schedules, monthly expenditure and revenue projections, memos, forms, financial statements, correspondence, spreadsheets, and 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 terminology and relevant legal terminology and language.

Financial Reporting Accountant

- Ability to communicate effectively with staff, external auditors, employees from outside agencies and departments, bank employees, management, State officials, County Executive, Directors, County Council, 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 |
|---------------------|--------------------------------------|-------------------|--------------------|------------------|
| 18002 | Senior Supervisor, Sewer Maintenance | Public Works | Exempt | 13A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|--------------------------------------|-------------------|--------------------|------------------|
| 18002 | Senior Supervisor, Sewer Maintenance | Public Works | Exempt | 13A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | PRC routine maintenance. Classification last revised in 2020. Changes made to distinguishing characteristics, essential functions, additional requirements, technology requirements, and language and formatting. No change to pay grade or FLSA status. |
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| No. of Employees Affected: | Two (2) |
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| Dept.(s) Affected: | All Departments |
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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> |
|---|--------------------------------|--------------------------------|-----------------------------|
| Dave Ray, County Engineer | 6/21/2024 | Email | Sent drafted specifications |
| Jim Battigaglia, Archer Consultant | 7/1/2024 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|--------------------------------------|----------------------|-------|
| Class Title: | Senior Supervisor, Sewer Maintenance | Class Number: | 18002 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Departments: | Public Works | | |

Classification Function

The purpose of this position is to supervise Supervisor, Sewer Maintenance employees and sewer maintenance activities.

Distinguishing Characteristics

This is a second-line supervisor classification, working under direction of a superintendent within the Sewer Maintenance Section of the Public Works Department. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class is distinguished from the Supervisor, Sewer Maintenance by its increased responsibility and that the latter is a first line supervisor. 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.

- 60% +/- 10%
- Supervises and directs the work of Supervisor, Sewer Maintenance workers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Assists the Superintendent, Sewer Maintenance with planning and coordinating of sewer maintenance functions; assigns work orders to supervisors through the Enterprise Asset Management (EAM) module; checks inventories using the EAM module; reviews supervisor reports using the EAM module; recommends maintenance programs and initiatives for sanitary and storm system maintenance; establishes goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information; conducts routine building inspections with the Fire Marshall.
- 5% +/- 2%
- Reviews and monitors security cameras for the Harvard Yard; uses footage to assist with police investigations; uses footage to assist with vehicle accidents and/or locating vehicles at Harvard Yard.

Senior Supervisor, Sewer Maintenance

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent supplemented with vocational or technical training in plumbing, maintenance, and/or sanitation with five (5) years of sewer maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance are 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 computer and multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters, digital cameras, and various safety equipment.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), mapping software (GIS), database software (Infor EAM), and a Fleet Vehicle Tracking software.

Supervisory Responsibilities

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

Mathematical Ability

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

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.

Senior Supervisor, Sewer Maintenance

- Ability to comprehend a variety of informational documents including reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, vendor quotes, packing slips, purchase orders, agendas, daily logs, maps, blueprints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, EPA Regulations, Sewer Maintenance Department SOP Manual, Occupational Safety and Health Administration (OSHA) regulations, Public Employment Risk Reduction Program (PERRP) rules and regulations, Ohio Revised Code, safety manuals, equipment operation manuals, and materials texts.
- Ability to prepare reports such as payroll documents, service requests, flow meter reports, dye and smoke meter test reports, GPS and map reports, disciplinary forms, vehicle maintenance reports, performance evaluations, daily itineraries, work orders, agendas, 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 engineering and mechanical terminology and language.
- Ability to communicate with upper management, employees, residents, mechanics, engineers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.
- May involve exposure to machinery, noise extremes, vibrations, electrical currents, wetness, smoke/dust/pollen, toxic/poisonous agents, and strong odors.

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 |
|---------------------|--------------------------------|-------------------|--------------------|------------------|
| 18121 | Supervisor, Project Inspection | Public Works | Non-Exempt | 10A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|--------------------------------|-------------------|--------------------|------------------|
| 18121 | Supervisor, Project Inspection | Public Works | Non-Exempt | 10A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | PRC routine maintenance. Classification last revised in 2020. Changes made to essential functions, language, and formatting. No change to pay grade or FLSA status. |
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| No. of Employees Affected: | Seven (7) |
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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> |
|---|--------------------------------|--------------------------------|----------------------------|
| Ryan Maver, Area Construction Engineer | 6/10/2024 | Email | Sent drafted specification |
| | 6/25/2024 | Email | Reminder |
| | 7/11/2024 | Email | Final Reminder |
| Darwin Merdes, Area Construction Engineer | 6/10/2024 | Email | Sent drafted specification |
| | 6/25/2024 | Email | Reminder |
| | 7/11/2024 | Email | Final Reminder |
| Michael Tworzydlo, Section Chief Engineering | 6/10/2024 | Email | Sent drafted specification |
| | 6/25/2024 | Email | Reminder |
| Jim Battigaglia, Archer Consultant | 7/29/2024 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|--------------------------------|----------------------|-------|
| Class Title: | Supervisor, Project Inspection | Class Number: | 18121 |
| FLSA: | Non-Exempt | Pay Grade: | 10A |
| Dept: | Public Works | | |

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing multiple projects under a framework of defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget, and with adherence to contract requirements. The employees in this class work under direction from an Area Construction Engineer or a Chief Section Engineer. This class supervises lower-level technical classifications including Project Inspectors, Construction Technicians, and interns.

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 construction project logistics; evaluates contract and project plans and ensures the work carried out on site aligns with specifications; locates and sets up project field offices for upcoming projects including utilities and furniture; inspects materials delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; documents all changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; writes daily diaries to list any pay items, not-reported staff, and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy; prepares, reviews, and approves project documentation such as costing sheets, estimates, daily diaries, and inspection reports. .

20% +/- 10%

- Supervises and directs the work of Project Inspectors, Construction Technicians, interns, contractors, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides instruction and training; evaluates employee performance; responds to employee questions concerns, and problems; approves employee time sheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; oversees safety to ensure contractor is providing a safe project site.

Supervisor, Project Inspection

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluates the general contractor and any sub-contractors on various phases of construction upon completion; video records construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items; measures and verifies for compliance and accuracy quantities of completed work such as: earthwork, paving materials, pipe lengths, concrete flat-work, concrete structures; calculated surface areas, linear distances, and volumes of measured concrete.

15% +/- 5%

- Tracks schedules and task completions on projects; takes steps to ensure project stays on schedule; coordinates contractor daily and weekly work schedule to ensure testing and sampling are performed at time of operations; enters contractor's progress schedule for each category of work (including roadway, waterworks, drainage, and pavement) into computer for projects administered by the Ohio Department of Transportation (ODOT); makes drawings and calculations for bid items for final pay quantities.

15% +/- 5%

- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss/resolve questions and complaints prior to and during projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in engineering technology or related field with three (3) years of road or bridge construction experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a reliable vehicle.

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 a calculator, camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

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), desktop publishing software (Microsoft Publisher), and construction management software (Appia).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and ability to make use of the 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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, travel reimbursement forms, daily construction reports, force accounts, compaction, density, and concrete lab reports, inspector and consultant logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, close out reports, accident/complaint reports, monthly project updates, 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 legal, engineering, land use, and other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, suppliers, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

Supervisor, Project Inspection

- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, electrical currents, noise extremes, vibrations, traffic hazards, and machinery.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|------------------------------|-------------------|--------------------|------------------|
| 10051 | Animal Adoptions Coordinator | Public Works | Non-Exempt | 5A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions in order to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized. |
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| No. of Employees Affected: | None |
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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): | 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 |
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| Management Contact(s): | Mindy Naticchioni, Administrator, Animal Shelter |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|------------------------------|----------------------|-------|
| Class Title: | Animal Adoptions Coordinator | Class Number: | 10051 |
| FLSA: | Non-Exempt | Pay Grade: | 5A |
| Department: | Public Works | | |

Classification Function

The primary purpose of this classification is to oversee the flow of dogs throughout the County's animal shelter, coordinate the services provided to dogs entering the shelter, and to assist customers in the dog adoption and foster process.

Distinguishing Characteristics

This is a journey level clerical classification that assists customers to adopt dogs and enhance the adoptability of dogs. This classification manages the dog population with positive outcomes through foster and transfer partnerships. This classification works under a framework of well-defined procedures. This classification requires limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

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 flow of dogs into the Cuyahoga County Animal Shelter; determines which dogs come into the shelter, are transferred, go into foster care, or are adopted; assists with evaluation of animal behavior and with updating animal information; maintains animal adoption and outcome records in the adoptions database (PetPoint) and paper records; prepares operational reports; walks through the shelter to confirm accuracy of computer records; schedules medical services for animals (e.g. spay/neuter, dentals, specialty procedures); assists Chief Dog Warden oversee work performed by Deputy Dog Wardens.

25% +/- 10%

- Manages the overall foster and transfer programs including behavioral, medical, and foster to adopt; manages the general health, wellness, and organization of all dogs throughout the program including approval of incoming and outgoing transfers and foster placement; recruits and trains foster volunteers; provides on-call assistance for foster volunteers; creates, manages and maintains foster materials and records including foster manual, training, foster applications and contracts, social media page and recruitment materials; manages communication between foster volunteers with shelter departments, potential adoption candidates, transfer groups and volunteers.

20% +/- 10%

- Serves as a lead worker to assist in the oversight of client-facing operations at the animal shelter; coordinates the work of cross-trained deputy dog wardens working at the shelter; upholds mandated stray hold periods; oversees the adoption process including pre-and post-adoption support services with regard to behavior and training, meet-and-greets, and owner returns; surgery releases; reviews completed applications, invoices, and other documents and receipts; oversees preparation and storage of placement records (RTO, transfer, adoption, etc.); addresses escalated clients to resolve concerns and complaints; address the general public's inquiries regarding lost and found dogs, rabies and dog license information, humane education opportunities, and provides educational information; reviews daily balance of collected funds and corrects errors; oversees cage sterilization and cleaning;

Animal Adoptions Coordinator

oversees program teams and shelter events (e.g. adoption events, food programs, humane education); facilitates communications between shelter staff, foster families, and potential pet adoption families.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or GED with three (3) years of animal handling, animal supervision, animal husbandry, and/or animal welfare experience and one (1) year of work coordinating the work of employees or volunteers; or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain Ohio Euthanasia Technician Certification within 6 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including computer and multifunction printer.
- Ability to operate a variety of related tools and equipment including Microchip scanners and handheld 2-way radios.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to physically handle and control animals during transport including lifting and restraining up to 50 pounds and pushing or pulling up to 25 pounds.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Office Suite applications, and animal record database (PetPoint).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of volunteers, fosters, deputy dog wardens, and interns and to maintain standards.
- Ability to provide instruction and training to volunteers, fosters, deputy dog wardens, and interns.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.

Animal Adoptions Coordinator

- Ability to comprehend a variety of informational documents including dog records, transfer sheets, behavior and assessment evaluations, impound sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, union contracts, department policy and procedures, and Ohio Revised Code chapter 955.
- Ability to prepare cage cards, internal memos on a dog's record, foster contracts, donation receipts, daily revenue 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 communicate with supervisors, volunteers, interns, off-site veterinarians, transfer partners, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at an animal shelter.
- Work may involve exposure to fractious and aggressive animals, rabid animals, noise extremes, strong odors, animal dander/dust, wetness, humidity, diseases, animal bodily fluids, and bright/dim lights.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 15045 | Behavior Coordinator | Public Works | Non-Exempt | 6A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions in order to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized. |
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| No. of Employees Affected: | None |
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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): | 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 |
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| Management Contact(s): | Mindy Naticchioni, Administrator, Animal Shelter |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|----------------------|----------------------|-------|
| Class Title: | Behavior Coordinator | Class Number: | 15045 |
| FLSA: | Non-Exempt | Pay Grade: | 6A |
| Dept: | Public Works | | |

Classification Function

The purpose of this classification is to ensure the behavioral health and wellness of all the dogs at the Cuyahoga County shelter; to create and implement behavior plans, enrichment, and behavior; to design training programs for shelter staff and volunteers; and to create behavior protocols for the shelter's policy and procedure manual.

Distinguishing Characteristics

This is a journey level classification with responsibility for the behavioral health and wellness of the dog population at the County Animal Shelter. This classification works within a framework of well-defined policies, procedures, and regulations. Employees in this classification work under general supervision from the Chief Dog Warden, progressing to more independence as experience is acquired. Incumbents are expected to become fully aware of operating procedures and policies. This class requires public contact in communicating ownership and control of animals, laws, and regulations.

Essential Job Functions

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

30% +/- 10%

- Identifies, creates, and implements behavior plans; performs and documents assessments on behavioral dogs that cannot directly go into the adoption program (i.e. dogs that are under socialized, feral, fearful, and/or showing other behavior concerns); determines course of training needed to correct undesirable behaviors for individual animals and more general common issues; determines and fits equipment needed for stronger and challenging dogs; participates in weekly meetings on status of behavioral dogs; provides recommendations regarding euthanasia when necessary based on behavior, lack of progress, or safety concerns; provides behavioral instructions to adopters.

25% +/- 10%

- Mentors and leads behavior training staff and volunteers; communicates weekly progress with volunteers; determines when volunteers reach trainer level or when they require additional coaching; coordinates the schedule of new behavior team volunteers with the volunteer coordinator.

20% +/- 10%

- Creates, implements, and oversees all behavior and enrichment programs; develops and writes protocols for behavior programs; updates social media pages related to dog behavior programs.

15% +/- 5%

- Plans for training classes; identifies changes and restructures programs as needed; works in collaboration with management to create behavior training materials and procedures for staff and volunteers; prepares training schedules; makes recommendations for successful outcomes (e.g., foster, board and train, transfer).

Behavior Coordinator

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness, and outcomes; tracks and reports on shelter's population status; monitors expenditures of resources in the behavior program.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with three (3) years of dog training, behavior modification, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to bend/twist, stand and walk for a prolonged period of time, lift up to 50 pounds, and push/pull up to 100 pounds.
- Ability to distinguish between colors, hear sounds, identify odors, utilize depth perception, communicate orally, and accurately describe animals based on visual perceptions.

Technology Requirements

- Ability to operate a variety of software and databases including the animal record database (PetPoint), publishing software (MS Publisher), spreadsheet software (MS Excel), and word processing software (MS Word).

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

- 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.

Behavior Coordinator

- Ability to comprehend a variety of informational documents including daily supervisor reports, feeding schedules, medical to-do lists, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, volunteer Barkbook, the Employee Handbook, and relevant sections of the Ohio Revised Code.
- Ability to prepare canine behavior plans, enrichment schedules, unleashed reports, daily playground communication, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic veterinary, animal control, and marketing terminology and language.
- Ability to communicate with Deputy Dog Wardens, Volunteer Coordinator, Adoption Coordinator, volunteers, clients, adoption customers, colleagues, other County employees, and the general public.

Environmental Adaptability

- Work may involve exposure to temperatures/weather conditions, strong odors, toxic/poisonous agents, wetness/humidity, animals/wildlife, disease/bodily fluids, 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.

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|---------------------------------------|-------------------|--------------------|------------------|
| 15041 | Supervisor, Animal Shelter Medical | Public Works | Non-Exempt | 7A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions in order to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized. |
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| No. of Employees Affected: | None |
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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): | 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 |
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| Management Contact(s): | Mindy Naticchioni, Administrator, Animal Shelter |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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| Class Title: | Supervisor, Animal Shelter Medical | Class Number: | 15041 |
| FLSA: | Non-Exempt | Pay Grade: | 7A |
| Dept: | Public Works | | |

Classification Function

The purpose of this classification is to coordinate the operations of the clinic at the Cuyahoga County Animal Shelter, coordinate the work of shelter personnel, and perform veterinary and medical shelter tasks.

Distinguishing Characteristics

This is a supervisor level classification with the responsibility to oversee work operations of the animal shelter medical team. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise and operate under a framework of well-defined procedures and regulations. Employees in this classification have specialized knowledge and experience related to animal shelter and basic veterinary procedures. The employee ensures that work is performed effectively and efficiently and according to set rules and regulations.

Essential Job Functions

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

60% +/- 10%

- Carries out functions at the County Shelter; provides technical assistance during veterinary procedures such as pre-medication sedation, surgical preparation, surgical assistance, administration of oral medication as prescribed by veterinarian, oversees all surgical scheduling, gives medicated baths; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines medical adoptability of impounded animals; schedules animals for medical procedures or euthanasia; perform medical tests; oversees cage sterilization and cleaning in medical unit; disinfects surgery room and sterilizes instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals.

20% +/- 10%

- Oversees the maintenance of records, bills, refunds, licensure, and inventory for the animal shelter; prepares and maintains placement records; maintains records of claims and complaints as prescribed by law; prepares operational reports; prepares rabies vaccination certificates; maintains license for DEA and Board of Pharmacy; prepares bills for payment; submits vouchers for refunds; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines, and medications.

10% +/- 5%

- Coordinates public relations and community awareness functions; develops educational programs; distributes and makes available literature pertaining to the wellness of animals both pre and post adoption; responds to public inquiries and complaints; maintains relationships with outside vet clinics for care of animals.

Supervisor, Animal Shelter

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- An Associate's degree of applied science in veterinary technology, animal science and three (3) years of supervisory experience in a shelter or animal welfare clinic setting; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain an Ohio Euthanasia Technician Certification within 6 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to utilize laboratory and medical/veterinary equipment including anesthesia machine, microscope, blood chemistry machine, autoclave, cautery, clippers, needles, syringes, catchpole, snare, muzzles, scales, and other tools.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, lifting and/or restraining up to 50 pounds (with or without assistance), pushing, pulling, and bending.
- Ability to distinguish colors, sounds, odor, and texture.

Technology Requirements

- Ability to operate a variety of software and databases including email software (MS Outlook), word processing software (MS Word), and a web-based animal data management system (PetPoint).

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.

Supervisor, Animal Shelter

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave requests, animal impound inventory and records, medical waste records, diagnostic reports, x-rays, blood work, veterinary attention notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Board of Pharmacy laws, Shelter Operations Manual, Veterinary Clinical Parasitology book, Common Diseases of Companion Animals, medical reference material, and the Ohio Revised Code 955.
- Ability to prepare purchase orders, requisitions, vouchers, medical exam reports, lab submission forms, controlled substance log, rabies quarantine release, rabies tags submission, surgical records and logbook, rabies certificates, euthanasia records, impound records, operational reports, educational materials, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, rescue groups, vendors, veterinary personnel, interns, subordinates, Board of Health, emergency clinic staff, other County employees, customers, volunteers, the general public, and Non-profit board of Directors.

Environmental Adaptability

- Work is typically performed in an animal shelter environment.
- Work may involve exposure, disease, bodily fluids, fractious and aggressive animals, strong odors, toxic/poisonous agents, smoke/dust/pollen, wetness/humidity, animals/wildlife, rabid animals, 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.