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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: September 25, 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 October 2, 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
HRIS Specialist 14241	10B Exempt	Human Resources

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Chief Forensic Photographer 12212	13A Exempt	13A Exempt (No Change)	Medical Examiner
GIS Analyst 16152	10B Exempt	10B Exempt (No Change)	Information Technology
Medical Records Technician 17021	6A Non-Exempt	6A Non-Exempt (No Change)	Health and Human Services
Systems Analyst 16101	10B Exempt	11B Exempt	Information Technology

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Network Engineering Administrator 16398	19B Exempt	Information Technology
Supervisor, Procurement Audit 11011	10A Exempt	Health and Human Services

PROPOSED NEW CLASSIFICATION				
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
14241	**HRIS Specialist**	**Human Resources**	**Exempt**	**10B**

Requested By:	Personnel Review Commission

Rationale:	This is a new classification requested by the Department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected:	None

Dept.(s) Affected:	Department of Human Resources

Fiscal Impact:	PG 10B $61,006.40 - $85,363.20 Step Placement TBD by Human Resources

Staffing Implications:	Position to be filled once classification is active.

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	**Date of Contact:**	**Type of Contact:**	**Reason:**
John Kennick, Talent Acquisition & Employment Specialist	5/9/2023 9/5/2023 7/24/2024 9/24/2024	Email Email Email Email	Review of Final Draft Notification of PG Receipt of Updated Draft Notification of Updated PG Evaluation
Kelli Neale, PO HR	5/9/2023 9/5/2023 7/24/2024	Email Email Email	Review of Final Draft Notification of PG

	9/24/2024	Email	Receipt of Updated Draft Notification of Updated PG Evaluation
Jim Battigaglia, Archer Consultant	8/7/2023 7/29/2024	Email Email	Pay Grade Evaluation Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Specialist	Class Number:	14241
FLSA:	Exempt	Pay Grade:	10B
Dept:	Human Resources		

Classification Function

The purpose of this classification is to contribute to the maintenance of the HRIS system for the County Human Resources department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for managing and maintaining job and position data and structure in the County's Human Resources Information System (HRIS). Employees in this classification work under general supervision of the Manager, HRIS and receive instruction or assistance only as unusual situations arise. Employees are expected to exercise a high level of independent judgment and initiative and to advise other HR personnel regarding use of HRIS systems.

Essential Job Functions

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

45% +/- 10%

- Manages data within the Infor Global Human Resources module (GHR); receives requests for data changes/updates (e.g., new hires, rehires, supervisor changes, accounting unit changes, location changes, promotions, demotions, etc.) in GHR; communicates with individuals requesting changes to gather information relevant to making the system change; researches existing information within Infor GHR to determine if there is an appropriate existing structure or if a new structure needs to be created; determines whether a position can and should be created/changed based on information gathered, knowledge of organizational structure, and knowledge of how various integrated Infor systems interact; recommends solutions or alternative methods to meet requestors' needs; creates and updates system structure changes within the Infor GHR to facilitate making requested employment actions; investigates and resolves issues found with data integrity by examining system audit logs, coordinating with other departments (IT, Fiscal, HR), and determining which system/step in the process caused the errors; coordinates with Employee Service Specialists and ERP Business Systems Administrator to make data update/change requests as necessary.

20% +/- 10%

- Creates a wide variety of customized and standard reports for various individuals and departments; runs and distributes recurring monthly employee and compensation reports (e.g., termination dates, service dates, start dates, etc.) to HR staff; runs queries to create custom reports upon request from HR staff and external departments; determines where the necessary data to fulfill a data report request has to be sourced from and which information cannot not be shared; monitors existing reports in GHR to assist with data integrity; investigates issues found with data integrity and takes necessary steps to resolve them.

20% +/- 10%

- Completes special auditing projects to facilitate optimal quality of data in the GHR system; maintains data integrity by running queries and analyzing data to check for potential issues; collaborates with other departments to collect information (e.g., org charts, accounting information, etc.) to ensure data integrity; updates system structure and system data to correct errors found during data audits.

Established: TBD
Last Modified: TBD

10% +/- 5%

- Collaborates with IT regarding testing and updates to the GHR system; collaborates with ERP Business Systems Administrator and IT to ensure system upgrade and patches are working properly; creates and sets up scenarios in the test environment for IT to test known and potential issues in the system; assists with carrying out testing scenarios; provides feedback to IT on any issues encountered during testing.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; raises awareness of issues and opportunities for process improvements encountered during the course of completing daily tasks; makes recommendations for process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in computer information systems, software development, business administration or related experience with five (5) years of application support, report creation, workflow, and/or troubleshooting experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents employee data spreadsheets and reports, testing scenario spreadsheets, 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, and the Employee Handbook.

- Ability to prepare executive employee reports, vacant supervisor reports, employee termination reports, employee accounting/activity reports, various GHR requested reports, data audits, testing scenario 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, and to explain procedures.

- Ability to use and interpret Human Resources and Human Resources Information System 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**
12212	**Chief Forensic Photographer**	**Medical Examiner's Office**	**Exempt**	**13A**

PROPOSED REVISED CLASSIFICATION				
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
12212	**Chief Forensic Photographer**	**Medical Examiner's Office**	**Exempt**	**13A**

Requested By:	Personnel Review Commission

Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes made to essential functions, physical requirements, and language and formatting. A technology section was added. No change to pay grade or FLSA status

No. of Employees Affected:	One (1)

Dept.(s) Affected:	Medical Examiner's Office

Fiscal Impact:	None

Staffing Implications:	None

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Hugh Shannon, Director, MEO Operations	6/28/2024 7/19/2024 8/7/2024	Email Email Email	Sent drafted specifications Reminder Final Reminder
Jim Battigaglia, Archer Consultant	8/13/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Forensic Photographer	Class Number:	12212
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide direct supervision to forensic photographers and to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Medical Examiner Director of Operations. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations. This position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

Essential Job Functions

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

40% +/- 10%
- Supervises and directs the work of Forensic Photographers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%
- Performs advanced Forensic Photography techniques (e.g. digital evidence evaluation, creation of 1:1s, overlays, image enhancements, alternate light sources, ultraviolet, etc.) for analysis and comparisons; prepares and reviews various reports of scientific examination results; digitally captures photomicrographs of trace evidence and histological slides; duplicates and maintains video-graphic evidence; captures spherical images and constructs Spheron R2S published cases.

10% +/- 5%
- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, fingerprints, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary; gives expert testimony in court; prepares court exhibits; processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards, processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; prepares images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.

10% +/- 5%

- Performs miscellaneous responsibilities related to photography laboratory; oversees and participates in cleaning and maintaining equipment; tracks photography unit inventory and orders equipment and supplies; maintains photography inventory to ensure supply and equipment availability; maintains darkroom and photographic chemicals.

10% +/- 5%

- Conducts tours and gives lectures to outside agencies, organizations, or individuals; participates on the Education Committee to organize, develop, and conduct training courses; generates brochures, binders/books, graphics, posters, and other course materials for educational purposes such as conference poster presentations, training course materials, etc.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; researches emerging forensic photography and digital image techniques; conducts tours of photography unit; gives lectures to outside agencies, organizations, or individuals; uses and evaluates new equipment, hardware, and software; develops and conducts trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in photography or related field and five (5) years of experience performing digital and conventional photography in a forensic setting; or an equivalent combination of education, training, and experience.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, spherocam, light meters, colorimeters, densitometers, microscopes, and projectors.

- Physical abilities to perform essential functions.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (Microsoft Access), various graphics/image management software (Adobe PageMaker, InDesign, Adobe Bridge, Adobe Photoshop Adobe

Chief Forensic Photographer

Lightroom, DNG, Image-Pro Plus), color analysis/management software (X-Rite EZ Color, DataColor, Spyder X Pro), video editing software (Adobe Premiere Pro), and virtual reality software (Apple QTVR, Max IMT R2S Crime).

Supervisory Responsibilities

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

- Ability to provide instruction to other employees.

- Ability to solve and act on employee problems.

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

- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize college level algebra, geometry, trigonometry, and descriptive 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 photograph orders, diagrams, reports, image catalogues, list of Mugshots required, list of autopsy cases, incident reports, crime scene/accident scene summaries, quality assurance reports, purchase orders, police reports, trace evidence reports, scale drawings/models, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code 313.10, International Association for Identification Forensic Photography and Digital Image standards, scientific Working Group on Digital Evidence (SWGDE), National Association for Medical Examiners (NAME), Quality Assurance Manual, Materials Safety Data sheets, Training Manual, standard operating procedures, software and hardware manuals, safety manuals, publications, equipment manuals, reference books, journals, and the Employee Handbook.

- Ability to prepare optical discs, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, illustrations, PowerPoint presentations, standard operating procedures, publications signs, identification cards, graphics and court presentations, crime scene/accident scene summaries, equipment maintenance logs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to supervise and council employees, to persuade and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret medical and legal terminology and language.

Chief Forensic Photographer

- Ability to communicate and to develop and maintain effective working relationships with subordinates, other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

Environmental Adaptability

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

- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, temperature extremes, wetness/humidity, and laboratory equipment/machinery. Requires periodic on-site investigations that may occur indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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**
16152	**GIS Analyst**	**Information Technology**	**Exempt**	**10B**

	PROPOSED REVISED CLASSIFICATION			
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
16152	**GIS Analyst**	**Information Technology and Planning Commission**	**Exempt**	**10B**

Requested By:	Personnel Review Commission

Rationale:	At the request of the Planning Commission, Planning Commission was added to the applicable" Departments" so this position would be available for them to utilize.

No. of Employees Affected:	Two (2)

Dept.(s) Affected:	Information Technology and Planning Commission

Fiscal Impact:	No change to Pay Grade or FLSA status

Staffing Implications:	Planning Commission will be able to utilize it for one of their employees.

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Mary Cierebiej – Executive Director, Planning Commission	9/23/2024	Email	Request for Addition of Department
Kelli Neale, HR	9/23/2024	Email	Request for Addition of Department

Class Title:	GIS Analyst	**Class Number:**	16152
FLSA:	Exempt	**Pay Grade:**	10B
Dept:	Information Technology and Planning Commission		

Classification Function

The purpose of this classification is to assist with administration of the Geographic Information System (GIS) environment including the design and update of GIS data and the design and development of GIS applications and dashboards to solve problems using data modeling and spatial analysis.

Distinguishing Characteristics

This is a journey level classification in the GIS series responsible for the integrity of GIS data and for the development of GIS applications and dashboards. Employees at this level work under general supervision from a unit manager. Employees are expected to work independently and exercise judgment and initiative. Positions at this level receive instruction or assistance as needed and are expected to become up to date on the methods, operating procedures, and policies of the work unit. This classification is distinguished from GIS Technician where this classification is responsible for more complex GIS analyses.

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%
- Designs, refines, and updates GIS data, databases and metadata; collects and interprets GIS data (e.g., tax maps, legal centerlines of streets, collected field data) to update databases; cleans data and monitors health and performance of databases; designs and maintains spatial GIS models; performs database querying; develops requirements, specifications and diagrams for the GIS infrastructure.

40% +/- 10%
- Designs, develops, deploys, and tests GIS web applications and dashboards; determines clients' GIS needs; writes queries to pull information for the application or dashboard; creates mapviewer applications, interactive graphs, and interactive charts; uses various software to create applications creates user accounts and passwords for client access to applications or dashboards; updates actions as needed.

15% +/- 5%
- Provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training to lower-level employees and end-users.

5% +/- 2%
- Administers GIS databases; deploys and administers GIS applications, server software, middleware, and licensing; create backups; manages database security and user access.

Effective Date: 12.06.2011
Last Modified: 10.15.2021

GIS Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology or related field and three (3) years of GIS analysis, development, or computer programming experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter, GPS equipment, mobile devices, and drafting tools.

Technology Requirements

- Ability to operate a variety of software and databases including GIS software (ArcGIS), image editing software (GIMP), spreadsheet software (Microsoft Excel), database software (Microsoft SQL server Studio), and word processing software (Microsoft Word, Nitro).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry, and descriptive and inferential 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 external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, fiscal records, property deeds, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, server documentation, Ohio Revised Code, departmental guidelines, and computer software manuals.

- Ability to prepare GIS data, analysis reports, office application data, map reports, map deliverables, assessment estimates, application reports, annual report 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.

GIS Analyst

- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.

- Ability to communicate with managers, supervisors, vendors, consultants, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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**
17021	**Medical Records Technician**	**Health and Human Services**	**Non-Exempt**	**6A**

PROPOSED REVISED CLASSIFICATION				
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
17021	**Medical Records Technician**	**Health and Human Services**	**Non-Exempt**	**6A**

Requested By:	Personnel Review Commission

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes made to distinguishing characteristics, essential functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status

No. of Employees Affected:	One (1)

Dept.(s) Affected:	Health and Human Services

Fiscal Impact:	None

Staffing Implications:	None

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Kelly Masarik, Supervisor, Certified Medical Insurance	6/25/2024 7/11/2024 7/29/2024	Email Email Email	Sent drafted specifications Reminder Final Reminder
Jim Battigaglia, Archer Consultant	8/13/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	17021
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to maintain invoicing, medical billing, medical supply inventory, electronic and paper medical records, chart audits, discharge records, storage of records, and current list of discharges in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. The incumbent in this position will review and correct discrepancy reports, enter codes and information into various billing systems for payment reimbursement, and will maintain the medical supplies inventory. This classification works under a framework of well-defined procedures. This class requires a 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.

45% +/- 10%

- Maintains medical records, chart audits, discharge records, storage of records, and current list of discharges; ensures adherence to State and Federal guidelines for certification and reimbursement; maintains charts via electronic system as well as paper medical charts; reviews medical reports for completeness; reviews charts to ensure all reports and signatures are present; codes diagnoses; prepares charts for admission and re-admission; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records.

30% +/- 10%

- Reviews, sends, and verifies invoices from providers; creates and submits medical insurance claims for various programs within the agency; posts payments received from medical insurance payouts; records payments in accounts receivable; addresses denied claims; reviews and sends invoices to the Fiscal department for options providers; reviews the payment posting system to ensure all past dates of services have been paid; follows up on all claims within the billing process cycle time; replies to any queries.

15% +/- 5%

- Performs supporting administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables.

10% +/- 5%

- Manages medical supplies inventory; orders and stocks required medical supplies; establishes and reevaluates desired inventory targets based on the operational needs of nursing aids, current usage, and the anticipated usage within the department; submits order requests; distributes supplies when needed throughout the agency.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent, and 1 year of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.

- Certified Medical Billing and Coding Specialist, or an equivalent certification is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Peer Place, Careware), and provider billing systems.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, options invoices, discrepancy reports, grant reports, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, HIPAA, and computer handbooks.

Medical Records Technician

- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, billing invoices, supply order requests, patient archives, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret medical billing terminology and language.

- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
16101	**Systems Analyst**	**Information Technology**	**Exempt**	**10B**

PROPOSED REVISED CLASSIFICATION				
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
16101	**Systems Analyst**	**Information Technology**	**Exempt**	**11B**

Requested By:	Personnel Review Commission

Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes made to essential functions, technology requirements, and language and formatting. No change to FLSA status. Pay grade increased from 10B to 11B

No. of Employees Affected:	Six (6)

Dept.(s) Affected:	Information Technology

Fiscal Impact:	PG 10B: $65,000.00 - $91,041.60 PG 11B: $69,492.80 - $97,302.40 Step placement TBD by HR

Staffing Implications:	None

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Jeremy Mio, Information Security Officer	7/12/2024 7/29/2024 9/25/2024	Email Email Email	Sent drafted specifications Reminder Informed about pay grade change
Sharon Faenza, Manager, Technical Services	7/12/2024 9/25/2024	Email Email	Sent drafted specifications Informed about pay grade change
Jim Battigaglia, Archer Consultant	8/13/2024	Email	Pay grade evaluation

Class Title:	Systems Analyst	**Class Number:**	16101
FLSA:	Exempt	**Pay Grade:**	11B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

Distinguishing Characteristics

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level work under general supervision of a manager-level position and receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and personnel.

Essential Job Functions

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

25% +/- 10%
- Design's system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements; reviews and monitors systems for inadequacies.

25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated

25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.

20% +/- 10%
- Assists development of system solutions; writes scripts to extract data for analysis and system testing; writes technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues and to develop and maintain process flows and documentation.

5% +/- 2%

- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
No high school diploma/GED	7 years
High school diploma/GED	6 years
Unrelated associate degree	5 years
Related associate degree	4 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	No experience required

Related degree fields: information technology, computer science, management information systems, mathematics, statistics, communications, project management, hard sciences.

Related work experience: computer information systems, project management, gathering business requirements, implementing computer-related technologies, database analysis/design, web design, software design, UX/UI, QA/QC.

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 personal computers, mainframe computer, modems, hard drives, multifunction printers, and scanners.

Technology Requirements

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g., case management systems, records management systems, jail management systems, etc., Milestone), database software (SQL Server, Oracle, Microsoft Access, RedGate), email software (Microsoft Outlook), IT support ticket software (Cherwell), productivity software (Microsoft Excel, Outlook, Word, PowerPoint, Teams, etc.), script editing software (Notepad++).

Systems Analyst

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including feasibility studies, systems report, database sets, user reports, computer periodicals, hardware and software specifications, source materials, internal data requests, public records requests, log files, Cherwell tickets, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures, security standards, and the Ohio Revised Code.

- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, workflows, email notifications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret computer system terminology and computer programming languages.

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, 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.

	PROPOSED DELETED CLASSIFICATIONS			
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
16398	**Network Engineering Administrator**	**Information Technology**	**Exempt**	**19B**

Requested By:	Personnel Review Commission

Rationale:	This position is vacant and the IT department currently has no plans to utilize this position in the future.

No. of Employees Affected:	None

Dept.(s) Affected:	Information Technology

Fiscal Impact:	None

Staffing Implications:	None

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s):	Kelli Neale, Program Officer 4

Management Contact(s):	Andy Johnson, CIO

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Engineering Administrator	Class Number:	16398
FLSA:	Exempt	Pay Grade:	19B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to administer the design, management and monitoring of web applications, database servers, domain name systems, file transfer protocols, and file and print servers involving various operating systems, virtualized server and storage environment, enterprise email and various enterprise storage platforms; configure and maintain employee internet access in conjunction with the Security unit; implement and manage the County's internet presence.

Distinguishing Characteristics

This is a management class that works under direction from the Chief Technology Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division.

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% +/- 15%
- Act as a project manager, developing and executing plans for consolidation, active directory migration, integration, print management, enterprise storage design and integration, desktop/laptop refresh initiative, storage and server virtualization initiative, network redundancy design and implementation, and county-wide backup design.

30% +/- 10%
- Provides supervision of Network Managers and assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.

20% +/- 10%
- Provides support for the day-to-day operations of the infrastructure county-wide; reviews and prioritizes failure events, performance monitoring, and operational status reporting.

5% +/- 5%
- Reviews, approves, and/or recommends software and hardware solutions for infrastructure assets; install, configure and support various hardware and software platforms.

5% +/- 5%
- Provides management with status of the performance of the infrastructure.

Network Engineer Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, electrical engineering, management information systems or a related field with nine (9-) years of experience in network design and installation; or any equivalent combination of education, training, and experience.

Additional Requirements

No license or certification requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Supervisory Responsibilities

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

- Ability to provide instruction to other employees and to act on employee problems.

- Ability to prepare employee performance evaluations.

- Ability to recommend the discipline or discharge of employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; understand and apply descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including timesheets, network monitor, network drawings, customer requests for service, billing invoices, incident tickets, and technical documents.

- Ability to comprehend a variety of reference materials and manuals including websites, software applications, reference manuals, network and server documentation, and policy and procedure manuals.

Network Engineer Administrator

- Ability to prepare network documentation, network and information technology assessments, customer service requests, fiscal reporting, technical analysis, personnel evaluations and development plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, colleagues, vendors, and employees and managers of other divisions.

- Ability to use and interpret computer, data communications and infrastructure terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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	PROPOSED DELETED CLASSIFICATIONS			
Class Number	**Classification Title**	**Department**	**FLSA Status**	**Pay Grade**
11011	**Supervisor, Procurement Audit**	**Health and Human Services**	**Exempt**	**10A**

Requested By:	Personnel Review Commission

Rationale:	This position is vacant and the department currently has no plans to utilize this position in the future.

No. of Employees Affected:	None

Dept.(s) Affected:	Health and Human Services

Fiscal Impact:	None

Staffing Implications:	None

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s):	Kelli Neale, Program Officer 4

Management Contact(s):	

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Procurement Audit	Class Number:	11011
FLSA:	Exempt	Pay Grade:	10
Dept:	Health and Human Services		

Classification Function
The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

Distinguishing Characteristics
This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the 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.

60% +/- 10%
- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.

20% +/- 5%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

- Ability to provide instruction and training to other employees.

- Ability to solve and act on employee problems.

- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.

- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to use and interpret accounting terminology and language.

- Ability to communicate with supervisor, subordinates, other County employees, vendors, and the general public.

Supervisor, Procurement Audit

Environmental Adaptability

- Work is typically performed in an office environment

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