



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: September 28, 2023

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 4, 2023, 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
Program and Contract Specialist 13261	12A Exempt	Health and Human Services

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Budget and Planning Administrator 11021	14A Exempt	15A Exempt	Fiscal – Office of Budget and Management
Manager, Financial Reporting 11065	15A Exempt	16A Exempt	Fiscal Office

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13261	Program and Contract Specialist	HHS	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Health and Human Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Department of Health and Human Services
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Fiscal Impact:	PG 12A \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled 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>
Marcos Cortes, Administrator for HHS Contracts Administration and Performance	7/18/2023	Email	Review of Final Draft Update of Process Request for More Info Notification of PG and update on process
	8/1/2023	Email	
	9/19/2023	Email	
	9/27/2023	Email	
Jim Battigaglia, Archer Consultant	8/7/2023	Email	Pay Grade Evaluation Providing more information
	9/19/2023	Email	

	9/27/2023	Email	Reminder to provide updated evaluation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program and Contract Specialist	Class Number:	13261
FLSA:	Exempt	Pay Grade:	12A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide programmatic and fiscal oversight of assigned contracts for the Department of Health and Human Services.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing assigned program contracts for HHS. The incumbent works under the general direction of an administrative supervisor. This position requires the analysis and monitoring of financial, operational, and administrative problems related to operations and activities within the assigned area. 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.

30% +/- 10%

- Manages one or more contracted social programs; conducts program needs analysis; researches, analyzes, and evaluates information to determine program cost, impact, and/or feasibility of program operations, systems, policies, and/or procedures; identifies available resources and constraints; forecasts contractual needs for programs and services; sets program purpose, goals, and objectives based on broadly defined Agency initiatives, mission, and vision; researches current best practices, industry standards, and state and federal rules and regulations; compiles and reviews program metrics to determine if performance outcomes are being met; develops and presents reports on program metrics and outcomes to management and other stakeholders; develops, maintains, and examines alternative options for operations, systems, policies, and/or procedures for assigned programs.

20% +/- 10%

- Acts as a liaison and point person for assigned program(s); identifies project stakeholders and facilitates project development and communication; presents, explains, justifies, and sells ideas to build consensus, support, and participation; coordinates operations with other County departments, community organizations, and vendors.

15% +/- 5%

- Plans, organizes, oversees, and coordinates projects to ensure that requirements are met and that projects are completed on time and on budget; creates project work plans including project charter, deliverables, timeline, budget, resources, and methods for evaluation; keeps stakeholders informed on status of projects; maintains project documentation.

15% +/- 5%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services;

Program and Contract Specialist

advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; participates on and leads RFP review teams; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; plans contract amendments to ensure there is no break in service coverage.

15% +/- 5%

- Plans and conducts contract monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

5% +/- 2%

- 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; develops and updates program procedure manual, procedure timelines, and filing system.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social services administration, social sciences, social work, or related field and five (5) years of experience in social service program management, contract compliance, social program analysis, or related field; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a 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.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Program and Contract Specialist

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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including annual non-competitive bid contract statement, independent contractor worker acknowledgement form, contracts, contract amendments, certificates of liability insurance, worker's compensation insurance, W-9 form, program reports, vendor invoices, vendor proposals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policies and procedures/standard operating procedures, the Ohio Administrative Code, the Code of Federal Regulations, and Ohio Revised Code.
- Ability to prepare briefing memo, justification template, auditor's finding search, contract covers, decertification/recertification/additional certification forms, invoice spreadsheets/rosters, proposal evaluation forms, contract evaluation forms, debarment suspension form, request for proposals, informal bids, program monthly/quarterly reports, supply order forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, co-workers, department managers and administrators, vendor contacts, program contacts, the Law Department, Department of Procurement, members of external agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11021	Budget and Planning Administrator	Fiscal – Office of Budget and Management	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11021	Budget and Planning Administrator	Fiscal – Office of Budget and Management	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, language, and formatting. A technology section was added. The pay grade has increased from PG 14A to PG 15A.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 14A: \$72,176.00 - \$101,025.60 PG 15A: \$76,835.20 - \$107,556.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Norma Arasim, Manager, OBM	7/6/2023	Email	Sent drafted specification
Tiffany Sebastian, Manager, OBM	7/6/2023	Email	Sent drafted specification
Artavia Sanders, Manager, OBM	7/6/2023	Email	Sent drafted specification
Norma Arasim, Manager, OBM	7/26/2023	Email	Reminder
Tiffany Sebastian, Manager, OBM	7/26/2023	Email	Reminder
Artavia Sanders, Manager, OBM	7/26/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	8/17/2023	Email	Pay grade evaluation
Kelli Neale, Program Officer 4	9/5/2023	Email	Notify about pay grade change
John Kennick, Compensation Analyst	9/5/2023	Email	Notify about pay grade change
Norma Arasim, Manager, OBM	9/12/2023	Email	Notify about pay grade change
Tiffany Sebastian, Manager, OBM	9/12/2023	Email	Notify about pay grade change
Artavia Sanders, Manager, OBM	9/12/2023	Email	Notify about pay grade change

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget and Planning Administrator	Class Number:	11021
FLSA:	Exempt	Pay Grade:	15A
Dept:	Fiscal-Office of Budget and Management		

Classification Function

The purpose of this classification is to synthesize quantitative financial data with qualitative policy and program data to assist agencies with budget development, identify budget and program solutions, and assure effective fiscal planning and administration.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities including budget planning, forecasting, financial analysis, performance management and benchmarking, policy analysis, and legislative analysis in the Budget and Management Division of the Fiscal Office. This class works under direction from the Manager, OBM and requires the analysis and monitoring of financial, operational, administrative and management problems related to operations and activities within their assigned departments and agencies. The employee works within a framework of established regulations, policies, and procedures, and is expected to use judgment in performing work.

Essential Job Functions

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

25% +/- 10%

- Develops, prepares, and monitors budget of assigned departments and agencies; communicates with departments and agencies regarding budgets, contracts, and changes in revenues and expenditures; facilitates and coordinates interactions between agencies, elected officials and the administration on accounting, procurement, hiring, information technology, and facility maintenance issues; coordinates with agencies to develop program ideas into budget requests and analyzes implications on program goals and County resources; monitors and approves expenditures to ensure compliance with budget; prepares budget revisions; addresses budget variances; researches budget discrepancies; communicates budget decisions made by the Executive and Council to assigned departments and agencies; works with agencies to find solutions for conflicts with budget decisions; reviews budgets to ensure funds are available for contract amendments, certifications, decertifications, and recertifications.

25% +/- 10%

- Oversees budget reviews utilizing specialized performance management data, including County investments, economic development and lending, debt management, legislative analysis and interpretation, capital projects management and long-term planning, information technology project financial plans and activity, and employee health insurance and benefits data; monitors debt service funds and external bank accounts and conducts analysis and projection; prepares, processes, and evaluates County revenues; plans, prepares, and processes County debt portfolio and obligations; provides cost benefit analyses to evaluate options and measure investment results; conducts legal research to maximize resources and identify financing options; provides legislative updates on state and local law changes with policy and fiscal analysis; reviews and interprets actuarial analyses of health insurance and workers' compensation data.

Budget and Planning Administrator

20% +/- 10%

- Evaluates department and agency fiscal activities; conducts expenditure and revenue forecasts by fund and department; makes recommendations to County fiscal policy and procedures based on information from forecasts; provides information to elected officials and management on availability of resources and financial sustainability.

10% +/- 5%

- Approves and/or processes various fiscal actions for assigned departments; prepares and processes original appropriations for categorical grants, all funds, and any other special program or project; processes sub-fund or various index code financial requests; processes appropriation transfers and adjustments with Council approval; processes operating and residual fund transfers with Council approval; updates various department/agency payroll and budget projections; identifies and processes fund deposits; coordinates consolidation activities with other offices and documents the transition; processes adjustments in budgeting software.

10% +/- 5%

- Provides financial/operational impact analyses on funding requests from the agencies/departments, elected officials, or outside agencies; makes recommendations on whether to provide funding; verifies supporting documents, identifies opportunities to reduce spending; identifies and implements opportunities for process improvement.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison for the Fiscal Office; serves as an OBM representative on committees; collaborates with Financial Reporting to manage operating budgets, capital budgets, grants, revenue, expenditure, and cash transfers.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting, finance, or a related field and five (5) years of budget management, financial analysis, or related 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 email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (Sherpa).

Supervisory Responsibilities

Budget and Planning Administrator

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including FAMIS reports and general ledgers, payroll registers, general ledger reports, variance reports, flex budget reports, revenue/expenditure reports, vacancy reports, agency caseload reports, newsletters, agendas, State budget reports, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including the OBM policy manual, the Employee Handbook, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, and general accounting standards and procedures.
- Ability to prepare quarterly expenditure and revenue projections, biweekly payroll projections, expense and budget adjustments, variance reports, budget reports and projections, memos, 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, record, and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and relevant legal terminology and language.
- Ability to communicate effectively with management, supervisor, coworkers, State and Federal budget staff, external consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11065	Manager, Financial Reporting	Fiscal Office	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11065	Manager, Financial Reporting	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum experience, and language and formatting. A technology requirements section was added. Pay grade increased from 15A to 16A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	Pay Grade 15A : \$76,835.20 - \$107,556.80 Pay Grade 16A : \$83,012.80 - \$116,230.40 Current employee fits within the new pay grade.
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Leigh Tucker – Assistant Fiscal Officer	2/14/2023	Email	Notification of need for CPQ
	3/23/2023	Email	Clarification on edits
	3/24/2023	Email	Follow up on minimum qualifications
	3/30/2023	Email	Follow up on minimum qualifications
	4/19/2023	Phone Call	Discussion regarding job requirements for min
	4/21/2023	Email	quals
	4/21/2023	Email	Follow up on Minimum qualifications
5/23/2023	Email	Acknowledgement to move forward	

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Financial Reporting	Class Number:	11065
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to manage the financial reporting operations of the County's Fiscal Office including the Annual Comprehensive Financial Report (ACFR), the Federal Single Audit Report, as well as monitoring and reporting on all financial activities, program performance, agency operations, and accounting rule changes/updates that impact the County annually.

Distinguishing Characteristics

This is a management classification with responsibility for managing and overseeing a variety of technical duties in the preparation, review, and presentation of the County financial reports including analyzing varied and complex financial transactions to formulate accounting processes and policy recommendations in accordance with state and federal regulations and generally accepted accounting principles. The classification oversees assigned staff. This class works under limited direction and requires the independent resolution of operational, technical, administrative, and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures and ensuring adherence to established accounting rules and procedures, laws, regulations, and the County's ethics policies in performance of duties.

Essential Job Functions

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

25% +/- 10%

- Plans, directs, and coordinates the financial reporting and accounting activity for the County; oversees the financial reporting processes and preparation of the County's monthly, quarterly, and annual financial reports; establishes internal controls to ensure accuracy and completeness of financial data and reports; oversees and directs the production of management reports, financial statements, and other statistical reports; develops and implements County-wide fiscal policies and procedures and ensures compliance with applicable accounting principles, government accounting standards, federal, state, and local laws, and rules and regulations governing local government reporting requirements; communicates accounting changes and policy updates to departments, agencies, and elected officials and ensures compliance with the changes and updates; coordinates the County's annual audit with the independent auditors; leads the development and management of financial indicators for the Fiscal Office and tracks progress against those indices.

25% +/- 10%

- Oversees the preparation of Countywide financial reports and related workpapers that produce the Annual Comprehensive Financial Report (ACFR), the Schedule of Expenditures of Federal Awards (SEFA) and the County's Popular Annual Financial Report (PAFR); coordinates preparation and maintenance of records, reports, and studies related to fiscal activities and operations; oversees preparation of financial and budget reports, inventory reports, capital asset reports, statistical reports, conduit debt obligations, and cash reconciliations; monitors budgeted and actual expenses; ensures all required reporting is completed in accordance with state and federal regulations and by the specified deadlines; researches and resolves accounting issues including the evaluation and implementation of new accounting pronouncements.

Manager, Financial Reporting

25% +/- 10%

- Develops and maintains County accounting system controls; oversees the maintenance of general ledger system and chart of accounts; leads the planning, implementing, and testing of system enhancements and upgrades; establishes policies and procedures for Countywide processing ensuring proper and timely postings of financial transactions; reviews appropriateness of all journal entries and budget adjustments; implements reporting structure changes as needed; establishes balancing methods to locate errors in closing funds; oversees closing of expired grants and capital projects; ensures the overall integrity of the County's centralized accounting system; evaluates and monitors accounting system to identify potential internal control issues; develops corrective actions and ensures effectiveness of the centralized accounting system.

15% +/- 5%

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

10% +/- 5%

- Functions as a liaison with other internal County departments and external government entities, organizations, and businesses; meets with senior-level County management personnel and the State auditor's representatives to discuss accounting and reporting plans, policies, and problems; presents solutions to identified problems; provides expert-level technical advice and guidance to County agencies, elected officials, and independent boards on accounting, financial analysis, and reporting methods, techniques, and principles.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, financial management, or a related field with eight (8) years previous experience in accounting or financial management and four (4) years of supervisory experience; or an equivalent combination of education, training, and experience that must include preparation of financial statements, auditing, or GAAP/GASB reporting.

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 word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook) and database software (Infor Lawson).

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- Ability to perform algebraic calculations involving variables, formulas, and ratio and proportion variables.
- Ability to use a calculator to balance financial data using basic functions.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports, contracts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policy manual, Generally Accepted Accounting Principles, Government Accounting Standards Board, Generally Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare financial statements, forecast, variance analysis, ACFR, PAFR, (Governmental Accounting, Auditing, and Financial Reporting) GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and financial analysis terminology and language.

Manager, Financial Reporting

- Ability to communicate with staff, management, consultants, external auditors, employees from other departments, agency administrators, external government entities, organizations, businesses, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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