



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: October 1, 2026

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the October 7, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Co-Director, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Administrator 1, Performance Improvement 13401	16A Exempt	All Departments
Planning Data Scientist 21101	12A Exempt	Planning Commission
Surveyor 1 15211	9A Exempt	Public Works
Treasury Systems Analyst 16111	11B Exempt	Fiscal

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Building Rehabilitation Specialist 19011	7A Non-Exempt	8A Non-Exempt	Housing and Community Development
Business Services Assistant 10241	5A Non-Exempt	6A Non-Exempt	Planning Commission
Manager, Planning Services 21074	15A Exempt	16A Exempt	Planning Commission
Planner 20171	8A Exempt	9A Exempt	Planning Commission
Planning Initiatives Specialist 21091	11A Exempt	12A Exempt	Planning Commission
Principal Planner 21073	13A Exempt	14A Exempt	Planning Commission

Senior Planner 21072	11A Exempt	12A Exempt	Planning Commission
Supervisor, Building Rehabilitation Specialist 19012	10A Exempt	11A Exempt	Housing and Community Development
Supervisor, Investigation 19022	11A Exempt	12A Exempt	Health and Human Services
Supervisor, Maintenance 15141	10A Exempt	11A Exempt	Public Works

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13401	Administrator 1, Performance Improvement	All Departments	Exempt	16A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This is a new classification requested by Department of Children and Family Services based on department need. This role is currently being filled by a Social Program Administrator 3 and 4, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	PG 16A \$88,088.00 - \$123,344.00 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Humphrey - Administrator, Office of Performance Evaluation & Innovation	10/2/2025	TEAMS Meeting	Meeting to discuss positions org structure and job functions
	7/01/2026	Email	Review of Final Draft
	7/10/2026	Email	Follow up Question
	7/30/2026	Phone Call	Discussion regarding distinguishing positions

Kelli Neale (PO4) and John Kennick (Senior Manager, Compensation & HRIS), HR	9/28/2026	Email	Pay Grade Notification
Jim Battigaglia, Archer Consultant	08/04/2026	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator 1, Performance Improvement	Class Number:	13401
FLSA:	Exempt	Pay Grade:	16A
Dept:	All Departments		

Classification Function

The purpose of this classification is to oversee one specialized team responsible for designing, evaluating, and improving the processes used by a County agency as well as advise the director on operational management and strategic direction.

Distinguishing Characteristics

This is a senior management level classification with responsibility for overseeing the agency's initiatives for casework quality assurance, performance improvement projects, business intelligence, professional development, regulatory compliance, and use and analysis of software applications. This position works under general supervision of a high-level administrator. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning, administration, and evaluation. In conjunction with other upper management, the incumbent participates in determining the direction, goals, and objectives of the policies, programs, and operations of the assigned agency. This position is distinguished from Administrator 2, Performance Improvement in that the Administrator 1 is supervising 1-2 employees in various functions as opposed to multiple teams.

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%

- Partners with agency leadership to plan and implement agency initiatives, operations, policies and procedures, continuous quality improvement, programs, software applications, data analysis, staff training, and compliance risks; plans and implements long-term strategic efforts to improve agency work quality and efficient use of agency resources; prepares briefings and data analyses for agency leadership on operational issues; supports agency planning efforts to prepare the social services system for anticipated shifts in population needs, funding models, or federal/state oversight structures; works with agency Director to develop staffing plan and budget justifications; identifies, plans, and monitors operational and training changes within the agency in response to changing state and federal regulatory requirements and policy shifts in funded programs; applies, monitors, and reports on grants and grant-related projects.

25% +/- 10%

- Manages agency's performance improvement projects and initiatives; directs business intelligence and data analysis activities for the agency; directs external regulatory compliance and internal procedural policymaking; plans and initiates change management efforts tied to structural/policy changes affecting agency service delivery; researches policy, best practice principles, and data-related information for continuous quality improvement plans for the assigned agency; reviews findings from quality assurance (QA) reviews and determines corrective steps with agency management; manages crisis interventions when QA identifies critical errors.

15% +/- 5%

Administrator 1, Performance Improvement

- 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; works with the union on staff complaints or changes to bargaining staff operations; plans organization structure and evaluates and implements changes; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Directs use and support of software in agency operations; works with the IT Department to direct and prioritize software design for agency use; contributes to long-term software development and pilot cycles of state management software; administers state case management software; coordinates responses to emergency software failures or data issues impacting service delivery; coordinates timing and launch of software upgrades or scheduled software updates with IT teams and agency management.

10% +/- 5%

- Acts as a liaison to State and Federal agencies for technical and regulatory matters; represents assigned agency at State of Ohio meetings and advocacy organizations.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; oversees reviews and County, state, and federal audits of agency casework; oversees training and professional development for agency staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public administration, social work, or a related field with seven (7) years of experience in quality assurance, training, or process improvement within a government, education, insurance, or healthcare agency including three (3) years of supervisory experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required*
High school diploma/GED	Not Qualified
Related/Unrelated associate degree	Not Qualified
Unrelated bachelor's degree	11 years
Related bachelor's degree	11 years
Unrelated master's/doctoral degree	11 years
Related master's/doctoral degree	7 years

**Three (3) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: social services, social work, accounting, business administration, psychology, public health, behavioral health, education.

Related work experience: None

Additional Requirements

Effective Date: TBD
Last Modified: TBD

Administrator 1, Performance Improvement

- 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), PDF software (Adobe, NitroPro), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), video conference software (Microsoft Teams, Zoom, Webex, Google Calls), presentation software (Microsoft PowerPoint, Canva, Prezi), data visualization software (Tableau, Power BI), data reporting software (SQL Server Reporting Services), and project management software (Jira, Smartsheets).

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 statistical calculations, perform basic algebra, and interpret advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including reports (i.e., - agency performance reports, monthly, quarterly, and annual reports, statistical reports), corrective action plans, audit findings, County and agency strategic plans and leadership directives, performance assessments, agency policy and procedure guides, research studies, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including pertinent sections of the Ohio Administrative Code and Ohio Revised Code, Code of Federal Regulations, the Cuyahoga

Administrator 1, Performance Improvement

County Employee Handbook, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.

- Ability to prepare statistical reports, reports (i.e., – performance reports, year-end reports), policy and practice decision memos, agency performance assessments, project chargers, best practice reports, policies and procedures, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language related to assigned area.
- Ability to communicate with agency Director, Administrators, and middle management, State of Ohio's Technical Assistance and Compliance Management groups, IT department and vendors, subordinate employees, other County departments, policy review group, and other County agencies.

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 NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21101	Planning Data Scientist	Planning Commission	Exempt	12A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This is a new classification requested by the Planning Commission based on department need. This role is currently being filled by a Planner, and this position is being created to reflect the specific duties of this position. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

No. of Employees Affected:	One
-----------------------------------	-----

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 12A \$70,012.80 - \$98,030.40 Step Placement TBD by Planning Commission
-----------------------	---

Staffing Implications:	Employee to be transferred 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Cierebiej, Executive Director – Planning Commission	5/5/2026	Email	Questions regarding job responsibilities
	7/7/2026	Email	Review of Class Spec Draft
	9/14/2026	Email	Confirmation of Changes

	9/23/2026	Email	Notification of Pay Grade
Dan Meaney – Manager, GIS – Planning Commission	5/5/2026	Email	Questions regarding job responsibilities
	7/7/2026	Email	Review of Class Spec Draft
	9/14/2026	Email	Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/14/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Planning Data Scientist	Class Number:	TBD
FLSA:	Exempt	Pay Grade:	12A
Dept:	Planning Commission		

Classification Function

The purpose of this classification is to provide support for planning development projects by conducting data analysis and visualization, information technology support, communications strategy development, and website management.

Distinguishing Characteristics

This is a journey-level position with responsibility for providing support for planning development projects by conducting data analysis and visualization, information technology support, communications strategy development, and website management. Employees in this class work under general supervision from the Manager, GIS – Planning Commission. The employee works under a framework of established policies and procedures but is expected to use judgment in application of policies and procedures.

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%

- Leads internal teams in the collection, transformation, analysis, and visualization of data (demographic, business, health, housing, land use, transportation, etc.) to support the department's planning and development initiatives; manages the sourcing, cleaning, and preparation of large structure/unstructured public-sector data sets; develops and maintains large databases of community data for use in decision making; transforms externally produced datasets to fit agency data product needs; summarizes, visualizes, and disseminates data for web products, publications, and presentations to communicate data analytics; creates dashboards, visualizations, and narrative reports for internal and public use; responds to data requests from staff, media, other departments, partner agencies, and the public.

35% +/- 10%

- Supports community engagement efforts through data summaries, visuals, and accessible insights; manages department websites and coordinates content for websites and social media; manages website infrastructure; creates and edits content for agency websites; develops and recommends outreach strategies to introduce agency initiatives and reports to the public; creates posts for social media accounts; analyzes digital engagement metrics from agency website, newsletter, and social media accounts to measure effectiveness of online communications; assembles agency newsletter; disseminates Census Bureau data via website and social media; ensures that published materials meet web accessibility standards; assists with conducting public and stakeholder outreach activities related to planning development.

20% +/- 10%

- Supports the department's information technology needs including hardware and software; coordinates with the County IT department, web hosting company, and other technology providers; administers agency software subscriptions; provides database administration and technical support for grant program database.

5% +/- 2%

- Performs support administrative responsibilities; assists with multi-factor grant proposal scoring system for assigned grants; serves as a liaison for Cuyahoga County and assigned suburbs to the U.S. Census Bureau regarding data exchange; supports the Cuyahoga County Complete County Committee with improving collection of census data.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, statistics, data science, or related field and five (5) years of experience with socioeconomic data analysis; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate or unrelated bachelor's degree	Not qualified
Related bachelor's degree or unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	3 years

- *Related degree fields:* planning, mathematics, economic development
- *Related work experience:* planning, zoning, GIS, data science, statistical analysis.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Dobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator), database development software (PowerBI), GIS software, and website maintenance (WordPress, Adobe Suite).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 zoning ordinances, technical studies and reports, charts, plats, maps, site plans, graphic layouts, diagrams, subdivision plans, demographic, population, transportation, and economic data, letters, and memos.
- Ability to comprehend a variety of reference books and manuals such as Cuyahoga County Planning Commission Employee Policy and Procedures Manual and Cuyahoga County code of ethics, county subdivision regulations, municipal and township zoning regulations, state and federal regulations, department policies and procedures American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and established guidelines by state and federal agencies.
- Ability to prepare computer graphics, 3-D models, maps, charts, diagrams, meeting handouts and presentations, research, technical reports, surveys, County Data book, agency newsletter, annual report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret urban planning and information technology terminology and language.
- Ability to communicate with supervisors, stakeholders, County IT staff, other County departments, partner regional agencies, external organizations, project teams, municipal staff, members of the public, coworkers, software companies, and other planning professionals.

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 NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15211	Surveyor 1	Public Works	Exempt	9A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

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

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	PG 9A \$60,174.40 - \$84,198.40 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak – Deputy Chief, Engineering Peter Gauriloff – Chief Surveyor	8/7/2026	Email	Review of Final Draft Confirmation of Changes
	8/20/2026	Email	
	9/22/2026	Email	Discussion regarding minimum qualifications Follow up Question Notification of Pay Grade
	9/23/2026 9/30/2026	Email Email	

Kelli Neale (PO4) and John Kennick (Senior Manager, Compensation & HRIS), HR	9/28/2026	Email	Pay Grade Notification
Jim Battigaglia, Archer Consultant	08/20/2026	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Surveyor 1	Class Number:	15211
FLSA:	Exempt	Pay Grade:	9A
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development and completion of survey related projects within the Public Works Department and to assist higher level Surveyors with daily onsite field work, data acquisition, and management.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for assisting higher level Surveyors with survey projects within the Public Works Department while gaining surveying and engineering experience. This classification works under immediate supervision, and work is reviewed both during performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise until competency is established, then work is performed with greater independence. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to surveying and the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

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%

Assists with Public Work's Monument References projects; assists with locating, maintaining, and/or recovering of County Survey Monuments; assists with locating other Geodetic Monument Observations.
- 35% +/- 10%

Assists survey crews in the field performing general County survey work (Site Plan Surveys, County Property Surveys, Township Survey Requests, etc.); inventories and restocks survey vehicle with materials and equipment; operates surveying equipment required for field surveys; assists in making field drawings and field measurements; produces and reduces field notes from surveys; collects necessary data during surveys (boundaries, topography, pipeline, plats, etc.); utilizes computer software and electronic field devices to collect, transfer, and manipulate survey data.
- 15% +/- 5%

Assists with completing simple survey plans and survey related reviews; assists with creating simple survey layouts, maps, plans, charts, and diagrams by hand or with CAD software; assists with preparing legal descriptions and plats; assists higher-level surveyors in plan design and drafting.
- 10% +/- 5%

Files and retrieves surveying and engineering plans, maps, exhibits, and various documents; performs preliminary research of records of survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports, and archival records regarding lands to be surveyed; obtains data from utility companies, private engineering firms, and surveying firms as needed; assists with survey records requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in surveying or civil engineering from an EAC or ETAC ABET-accredited institution; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate degree	2 years
Unrelated bachelor's degree	Not Qualified
Unrelated bachelor's/masters/doctoral degree & enrolled in Survey Certificate Program	0 Years
Related bachelor's degree	0 years
Related master's/doctoral degree	0 years

Related degree fields: civil engineering, surveying technology, surveying and mapping or Geomatics. Computer Aided Drafting, general engineering, or construction technology degrees are accepted with a Survey Certificate.

Related work experience: civil engineering, land surveying, GIS, technical engineering, surveying, or construction studies.

Additional Requirements

- Valid driver's license and proof of insurance.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of survey tools, survey equipment (3-D laser scanners and data collectors, total stations, field computing scanner, etc.), office machines, and office 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), construction collaboration software (Bluebeam), civil engineering CAD software (Civil 3D).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate routine statistics, and understand and apply the principles of basic algebra, geometry, calculus, and trigonometry.

Language Ability & Interpersonal Communication

- 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 right-of-way plans, survey plats/plans, historical County documents/plans, current and historical deeds, field survey data, maps, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, general survey practices and standards, Cuyahoga County Survey Department Standards, Cuyahoga County Conveyance Standards, OSHA guidelines, and pertinent sections of the Ohio Revised Code and Ohio Administrative Code.
- Ability to prepare field notes, review sheets, point files, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret land survey related terminology and language including survey nomenclature, symbols, and adjustments.
- Ability to communicate with supervisors, co-workers, employees from other departments, contractors, consultants, and the general public.

Environmental Adaptability

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

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 NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16111	Treasury Systems Analyst	Fiscal	Exempt	11B

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This is a new classification requested by the Fiscal to create a specific position for the work a current employee has been performing as an Information Systems Analyst. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

No. of Employees Affected:	One
-----------------------------------	-----

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	PG 11B \$72,300.80 - \$101,233.60 Step Placement TBD by Human Resources
-----------------------	--

Staffing Implications:	Employee to be reassigned 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brad Cromes – Treasurer, Fiscal Office	7/30/2026	Email	Review of Final Draft Confirmation of Changes Notification of Pay Grade
	8/12/2026	Email	
	9/28/2026	Email	
Kelli Neale (PO4) and John Kennick (Senior Manager,	9/22/2026	Email	Pay Grade Notification

Compensation & HRIS), HR			
Jim Battigaglia, Archer Consultant	08/13/2026	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Treasury Systems Analyst	Class Number:	16111
FLSA:	Exempt	Pay Grade:	11B
Dept:	Fiscal		

Classification Function

The purpose of this classification is to plan, direct, and manage the business use of applications for the Treasurer's Office and provide technical support for related software.

Distinguishing Characteristics

This is a technical, journey-level classification that ensures that business applications meet the needs of the Treasurer's Office and makes the necessary changes to applications to meet those needs. This position also acts as the primary liaison between the Treasurer's Office, the Information Technology (IT) Department, and software vendors to ensure technologies meet business 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.

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 data within Treasury applications; monitors and audits data within applications for accuracy; compares data in multiple systems to ensure data integrity; researches errors and discrepancies; resolves errors and determines how to prevent future data accuracy issues; performs mass import and export of data for use in other systems; identifies areas for business process improvements.
- 20% +/-10%
 - Calculates and creates tax bills; configures and runs system operations to calculate individual tax bills based on parcel values, tax rates, and special assessments; manually calculates bills for a representative sample of parcels to validate system accuracy.
- 20% +/-10%
 - Designs, develops, and runs reports within applications for use by management and department personnel; creates standard reports within applications utilizing the report builder feature; develops technical specifications for complex reports to be written by IT; runs regular reports; provides/adjusts query parameters; validates data output (e.g. escrow report, settlement report, surplus report).
- 10% +/- 5%
 - Maintains global system settings (e.g., tax year and half, collection periods, default allocation); configures mass-processing jobs within the system (e.g., applies interest, applies penalties).
- 10% +/- 5%
 - Provides technical support for applications; monitors and reviews system performance and user interfaces; troubleshoots system issues; identifies areas for system improvement; creates testing scenarios to ensure systems functionally meet the department's needs; leads and coordinates testing efforts for new system software or features and ensures issues are identified, tracked, and resolved; responds to questions and issues from department personnel; develops training materials and manuals for end users and future system administrators; conducts training sessions.

10% +/- 5%

- Communicates with the IT Department and software vendors regarding project requirements and business needs; works with functional managers to discuss business requirements; translates business requirements and local and State taxation laws and policies into technical specifications; develops functional and effective data transmittal procedures with other areas of the Fiscal Office; recommends system enhancements and changes to vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, or related field with five (5) years of computer information systems or software development experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate degree	7 years
Unrelated bachelor's degree	Not Qualified
Related bachelor's degree	5 years
Unrelated master's/doctoral degree	Not Qualified
Related master's/doctoral degree	2 years

Related degree fields: information technology, computer science, management information systems, mathematics, statistics, project management, business administration, public administration, business technology.

Related work experience: computer information systems, application development, tax appraisal, title agency, real tax appraisal.

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 computer, phone, and multifunction printers.

Technology Requirements

- Ability to operate a variety of software and databases including treasury database software (MVP, Infor), email software (Microsoft Outlook), productivity software (Microsoft Excel, Access, Outlook, Word, PowerPoint, Teams, etc.), business intelligence software (Power BI, Tableau).

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 system reports (e.g., adder/remitter Report, Auditor Refund Report, Exempt Abstract Report, Tax Abstract Report, TIF Report, Tax Lien Reports, Special Assessment Reports) system performance reports, data sets, software specifications, source materials, internal data requests, public records requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, pertinent sections of the Ohio Revised Code and Ohio Administrative Code, Cuyahoga County Charter and County Code as pertains to the Treasurer, computer software manuals, systems documentation and manuals, software product manuals, standard operating procedures, security standards, and the Ohio Revised Code.
- Ability to prepare mass billing files, contract maintenance reports, escrow reports, tax distribution reports, delinquent tax reports, treasurer refund reports, manufactured home reports, memos, correspondence, training documents, 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 accounting, computer software, and local and state tax code language and terminology.
- Ability to communicate effectively with the Treasurer, Administrators, vendors, other departments, 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
19011	Building Rehabilitation Specialist	Housing and Community Development	Non-Exempt	7A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19011	Building Rehabilitation Specialist	Housing and Community Development	Non-Exempt	8A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA. Pay grade increased from 7A to 8A.
-------------------	--

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Housing and Community Development
---------------------------	-----------------------------------

Fiscal Impact:	PG 7A: \$53,622.40 - \$75,025.60 PG 8A: \$56,888.00 - \$79,622.40 Current incumbents fall within range of new pay grade. TBD by Human Resources.
-----------------------	---

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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robert Given, Supervisor, Building Rehabilitation Specialist	6/3/2026	Email	Sent drafted specifications
	6/24/2026	Email	Reminder
	7/10/2026	Email	Final Reminder
Jim Battigaglia, Archer Consultant	7/22/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	19011
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Housing and Community Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, inspecting, and managing of housing related rehabilitation activities for the Community Development Division.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents work under general supervision from the Supervisor, Building Rehabilitation Specialist but independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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 and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications and building code regulations; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets; Monitors CDBG and HOME Investment Partnership program, grant, and loan recipients to ensure they follow the Davis Bacon Prevailing Wage; monitors and reports of the Federally required Minority, Female, Small and /or Disadvantaged Business Enterprises, as well as the HUD required Section 3 activity.

35% +/- 10%

- Develops work specifications and cost estimates for projects utilizing construction software; prepares project specifications, cost estimates, and bid documentation so that projects can be bid out; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to ensure

Building Rehabilitation Specialist

validity of the requests and associated costs; prepares change orders with client and contractor approval; processes invoice payments.

20% +/- 10%

- Performs supporting administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; maintains records of rehabilitation projects, contracts, work orders, payments, change orders, inspection reports, and sign offs; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/Unrelated associate degree	5 years
Unrelated bachelor's/Related associate degree	3 years
Related bachelor's degree/any graduate degree	1 year

Related degree fields: construction technology

Related work experience: code inspection, construction experience, experience working with Ohio building codes/Fair Housing Standards.

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

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and a multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to use various inspection equipment such as gas, volt, and moisture meters, temperature/combustion analyzer, safety glasses, gloves, camera, tape measure, and binoculars,
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (OneRoof, NSPIRE).

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- 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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, inspection sign off, lead risk assessments, loan documents, production reports, historic compliance reports, Healthy Homes Rating Systems report, BOH final lead clearance report, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, OSHA guidelines, Fair Housing Standards, city and state historical guidelines, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, timesheets and mileage reports, training and travel documentation, and any other job related documents using a 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 construction, building codes and specifications, and related legal terminology and language.

Building Rehabilitation Specialist

- Ability to communicate effectively with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, homeowners, Historic Preservation Personnel, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness/humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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
10241	Business Services Assistant	Planning Commission	Non-Exempt	5A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10241	Business Services Assistant	Planning Commission	Non-Exempt	6A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to classification function, essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA status. Pay grade increased from 5A to 6A.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 5A: \$47,008.00 - \$65,832.00 PG 6A: \$50,273.60 - \$70,408.00 Current incumbents fall within range of new pay grade. TBD by Planning Commission.
-----------------------	---

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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jennifer Karaffa, Manager, Business Services	7/15/2026	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	7/22/2026 8/27/2026 8/31/2026	Email Email Email	Pay grade evaluation Follow up Follow up

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Services Assistant	Class Number:	10241
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Planning Commission		

Classification Function

Provides higher level administrative assistance and financial operational support to management staff and the Manager, Business Services including procurement, contracts, and accounts payable and receivable, and clerical functions and activities of the Cuyahoga County Planning Commission.

Distinguishing Characteristics

This is a journey-level position responsible for providing support to the management staff of the Planning Commission. This position works under direct supervision from the Manager, Business Services. This classification works within a well-defined framework of policies, procedures, and regulations. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

30% +/-10%

- Provides direct administrative support for Governing Board and Planning Commission activities and functions; prepares agenda and meeting packets and distributes to participants; communicates via telephone and/or email with Board members and solicits attendance at scheduled meetings; attends and participates in Commission meetings including Governing Board and other governing committees that the Planning Commission participates in, such as DOPWIC and NRAC; calls the roll for a quorum, introduces resolutions, and records attendance and votes; transcribes minutes for the respective Boards, Commission, and Committee; saves audio recording of meetings and completes other post-meeting actions; assembles, photocopies, and distributes information as necessary; maintains confidentiality.

30% +/- 10%

- Assists in the procurement of goods and services and the processing of contracts for the Agency; researches and solicits quotes and pricing information for existing and potential Agency purchases; liaisons with vendors for information and documents (i.e., W-9); prepares bid specifications and purchase orders; updates files and completes paperwork for new vendors; monitors supplies and equipment and coordinates ordering and receipt of supplies and resources as necessary; acts as Agency P-card holder and coordinates P-card purchases and required reconciliation reports; receives, reviews, and identifies fiscal errors when reconciling expenses; prepares purchase orders, expense vouchers, and payment vouchers for contracts; posts monthly expenses records incoming checks and issues receipts for payments received; enters and processes revenue payments in INFOR; assembles required contract documents and works with the Business Services Manager to upload and process executed contracts in the County's enterprise content management database.

20% +/- 10%

- Performs and manages data entry, data processing, and record maintenance activities; maintains physical records, data, and other information; maintains computerized records system or databases;

Business Services Assistant

enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; acts as primary records retention staff person and coordinates with the Ohio Historical society for disposal of government records according to Agency's retention schedule; travels to County archive to search for and maintain historical files as necessary; receives and responds to public records requests and maintains listing of information requests per Ohio Sunshine Laws.

15% +/- 5%

- Performs higher-level administrative duties to support business functions of the office; organizes conferences and meetings; maintains office calendar;; processes and distributes mail and other materials; sends and receives facsimiles and electronic mail; answers the multi-line telephone and takes messages and/or directs phone calls; greets and directs visitors to appropriate office or personnel; schedules meetings; provides information relative to Agency services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to public inquiries in person, by phone, or by email.

5% +/- 2%

- Performs other administrative tasks and duties upon request and as necessary; updates website with Planning Commission information; manages job numbers on printer; maintains petty cash for Agency; assists with onboarding of new hires and temporary employees by preparing workspace, assisting with employee IDs, facilitating building security allowances, informing departments of staff changes, etc.;; assists as necessary with off-boarding of terminated employees; keeps public areas clean.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school degree and five (5) years of administrative support experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Any associate degree	3 years
Any bachelor's degree	1 year
Any graduate degree	0 years

Related work experience: any administrative/clerical, customer service, office and data management, Microsoft office

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Business Services Assistant

- Ability to operate a variety of software including email software (Microsoft Outlook), enterprise content management software (OnBase), spreadsheet software (Microsoft Excel), database software (Microsoft Access, INFOR), and word processing software (Microsoft 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.
- Ability to comprehend a variety of informational documents including vouchers, revenue checks, packing slips, billing invoices, work orders, contracts, public records requests, records retention schedule, receipts, meeting minutes, receipts of checks, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Agency Personnel Policies and Procedures, Ohio Revised Code, department travel policy, and Planning Commission Bylaws.
- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, timesheets, multifunction printer reports, meeting minutes, office voucher, encumbrance voucher, record requests, 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 accounting terminology and language.
- Ability to communicate effectively with Agency employees, vendors, suppliers, Planning Commission members, 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
21074	Manager, Planning Services	Planning Commission	Exempt	15A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21074	Manager, Planning Services	Planning Commission	Exempt	16A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 15A to 16A. No change to FLSA status.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 15A: \$81,536.00 - \$114,129.60 PG 16A: \$88,088.00 - \$123,344.00 Incumbent fits within the range of the new pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Cierebiej	7/7/2026	Email	Review of Class Spec Draft
	7/15/2026	Email	Confirmation of Changes
	8/28/2026	Email	Notification of Pay Grade
	9/4/2026	Email	Questions regarding position planning
	9/10/2026	Email	Follow Up Questions
	9/23/2026	Email	Notification of Pay Grade Evaluation
Jim Battigaglia, Archer Consultant	7/27/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Planning Services	Class Number:	21074
FLSA:	Exempt	Pay Grade:	16A
Dept:	Planning Commission		

Classification Function

The purpose of this classification is to plan, supervise, direct, and lead the Planning Services Section in day-to-day activities and operations. The incumbent is responsible for providing technical direction for the development, design, and systems integration from project definition phase through plan implementation for County jurisdictions, County Departments, and other public and non-profit agencies.

Distinguishing Characteristics

This is a management-level classification responsible for coordinating the development of strategic and tactical plans for urban master plans, zoning code updates, and other Planning Services offered, and ensuring staff understands and delivers the appropriate solutions to user agencies. This class works under general direction of the Planning Commission Executive Director and is expected to exercise discretion in applying policies and procedures to resolve organizational and planning problems and to ensure that assigned projects and activities are completed in a timely and efficient manner.

Essential Job Functions

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

50% +/- 10%

- Supervises and directs the work of Planners, Senior Planners, Principal Planners, 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.

30% +/- 10%

- Manages, plans, and coordinates the development and implementation of plans for clients; prepares proposals to potential clients for professional planning services; prepares, reviews, and approves contracts, Memoranda of Understanding, scopes of work, project budgets, timelines, and workplans for Planning Projects; reviews and approves distribution of deliverables to project teams, stakeholder committees, and the general public; schedules and organizes weekly inter project team meetings; applies for funding for planning projects; manages contracts with awardees; advises the Planning Commission Executive Director on all planning-related matters; directs the development and production of planning reports, including data.

20% +/- 10%

- Represents the Planning Commission at various meetings for stakeholders; prepares resolutions, briefing memoranda, and other project-related documents and presents to the Planning Commission Board for approval; attends various counsels or committees as a designated representative or alternate; builds working relationships with other County departments to enhance planning efforts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design, or a related field with seven (7) years of experience in planning and urban design, and project management, and two (2) years of supervisory experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
High school diploma/GED	Not qualified
Unrelated associate degree	Not qualified
Related associate or unrelated bachelor's degree	11 years
Related bachelor's degree	9 years
Unrelated master's/doctoral degree	9 years
Related master's/doctoral degree	7 years

**Two years of supervisory experience are required at each degree level.*

Related degree fields: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer or equivalent.

Related work experience: zoning, economic development, community development, landscape architecture, transportation planning/engineering.

- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

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 and a plotter.

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), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

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.

Manager, Planning Services

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

Mathematical Ability

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

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 charts, plats, maps, various plans, renderings and models, drafts of documents, graphic layouts, diagrams, reports, correspondence, consultant invoices, budgets, zoning code amendments, and 3D models and illustrations.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, the Ohio Revised Code, local planning and zoning regulations and ordinances, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by the Environment Protection Agency (EPA).
- Ability to prepare master plan documents, demographic analyses and reports, renderings and 3D models, graphic designs, presentations, public materials, contracts and scopes of services, budgets, work assignments, agency workplans, board, council, and committee presentations and related materials, grant applications, program scoring criteria, reimbursement requests, Memoranda of Understanding, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering, urban planning, architecture, and related legal terminology and language.
- Ability to communicate with city leaders, directors, planning committees, regional and partner agencies, other departments, members of the public, coworkers, state and federal agencies, and other planning professionals.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, Planning Services

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
20171	Planner	Planning Commission	Exempt	8A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20171	Planner	Planning Commission	Exempt	9A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 8A to 9A. No change to FLSA status.
-------------------	---

No. of Employees Affected:	Five (5)
-----------------------------------	----------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 8A: \$56,888.00 - \$79,622.40 PG 9A: \$60,174.40 - \$84,198.40 One incumbent is \$769.60 below the minimum of the new pay grade. All other incumbents fit within the range of the new pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Cierebiej, Executive Director – Planning Commission	5/5/2026 6/11/2026 7/15/2026	Email Email Email	Review of Class Spec Draft Reminder Notification of Pay Grade
Patrick Hewitt – Assistant Director, Planning Commission James Sonnhalter - Manager, Planning Commission	5/5/2026 6/11/2026	Email Email	Review of Class Spec Draft Reminder
Jim Battigaglia, Archer Consultant	7/6/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Planner	Class Number:	20171
FLSA:	Exempt	Pay Grade:	9A
Dept:	Planning Commission		

Classification Function

The purpose of this classification is to provide support to both short- and long-term land use, zoning, and community development planning services for Cuyahoga County.

Distinguishing Characteristics

This is an entry-level position in the Planner series with responsibility for providing support for planning development projects by assisting with research, data analysis, mapping, documentation, and public engagement. Employees in this position work under direct supervision with increasing responsibility and independent judgment as work experience is gained. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Planner in that the latter has a greater level of experience, performs more complex work, and requires a certification in urban planning (AICP).

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%

- Assists other planners in the review of subdivision plats and the research and creation of zoning documents, codified ordinances, and planning studies such as municipal Master Plans, corridor studies, or small area plans that propose policies and regulations for land use, housing, community facilities, transportation, environmental programs, and other similar topics; interprets data; makes recommendations for community plans; assists in preparing work proposals; assists in drafting planning reports; provides input in team planning meetings.

40% +/- 10%

- Prepares documents and materials needed to review subdivision plats and to research and create zoning documents, planning studies, and other records; researches planning and zoning best practices and case studies; reviews research, prepares findings, and summarizes results; collects, analyzes, and summarizes a variety of statistical data; prepares reports, graphics, and maps on topics such as land use, census information, tax base data, occupancy rates, and other data sets as necessary and applicable to the project; prepares 3-D renderings of new developments and projects; reviews and edits co-workers' draft documents; collects data and takes pictures at physical sites.

10% +/- 5%

- Prepares and presents materials for meetings with City Officials and the Public as part of facilitating the planning and zoning process and for community outreach; creates computer graphics and prepares maps, reports, surveys, boards, correspondences, and presentations for meetings and the general public; meets and coordinates with clients; conducts community and stakeholder engagement surveys and analyzes results.

10% +/- 5%

- Assists other planners and staff with more complex projects as assigned; may lead small projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, or urban design; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	Not Qualified
Unrelated associate degree	Not Qualified
Related associate or unrelated bachelor's degree	1 year
Related bachelor's degree or unrelated master's/doctoral degree	0 years
Related master's/doctoral degree	0 years

- *Related degree fields:* public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer; landscape architecture.
- *Related work experience:* urban planning, urban design, zoning, GIS, economic development, community development, landscape architecture, transportation planning/engineering.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Planner

- 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 zoning ordinances, technical studies and reports, charts, plats, maps, site plans, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, and memos.
- Ability to comprehend a variety of reference books and manuals such as Cuyahoga County Planning Commission Employee Policy and Procedures Manual and Cuyahoga County code of ethics, county subdivision regulations, municipal and township zoning regulations, state and federal regulations, department policies and procedures American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and established guidelines by state and federal agencies.
- Ability to prepare computer graphics, 3-D models, maps, charts, diagrams, meeting handouts and presentations, research, technical reports, surveys, zoning codes, certified ordinances, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret urban planning and related legal and engineering terminology and language.
- Ability to communicate with supervisors, stakeholders, County departments, partner regional agencies, external organizations, project teams, municipal staff, members of the public, coworkers, and other planning professionals.

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
21091	Planning Initiatives Specialist	Planning Commission	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21091	Planning Initiatives Specialist	Planning Commission	Exempt	12A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 11A to 12A. No change to FLSA status.
-------------------	---

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 11A: \$66,726.40 - \$93,412.80 PG 12A: \$70,012.80 - \$98,030.40 All incumbents fit within the range of the new pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Cierebiej, Executive Director – Planning Commission	6/11/2026	Email	Review of Class Spec Draft
	9/10/2026	Email	Follow up Question about duties
	9/23/2026	Email	Notification of Pay Grade
Susan Infeld – Manager, Planning Initiatives	6/11/2026	Email	Review of Class Spec Draft
Jim Battigaglia, Archer Consultant	7/27/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Planning Initiatives Specialist	Class Number:	21091
FLSA:	Exempt	Pay Grade:	12A
Dept:	Planning Commission		

Classification Function

The purpose of this classification is to manage a planning initiative and/or grant program by coordinating its development, events, training, and maintenance.

Distinguishing Characteristics

This is a journey-level classification responsible for the development and management of multiple parts and phases of a planning initiative and/or grant program. This position works under the general supervision of the Manager, Planning Initiatives and within a framework of defined procedures and regulations. This classification is expected to work independently and exercise discretion in applying procedures to ensure that all activities are performed in a timely and efficient manner and according to relevant 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.

- 40% +/- 10%
 - Oversees the development and maintenance of a planning initiative and/or grant program; develops and reviews project information, applications, and timelines; reviews invoices to ensure accuracy of entries and submits to the Business Services Manager for payment; works with a team to make recommendations for awards and potential funding to external oversight bodies; answers questions from other agencies, the media, and the public about the planning initiative and/or grant program.
- 40% +/- 10%
 - Develops workshops and trainings; coordinates volunteers; designs any training modules and materials for the initiative or program; trains involved parties on the planning initiative; develops reading material, website information, social media content, or other communications about the initiative and/or grant program; prepares work products for partnering agencies and engages with them.
- 15% +/- 5%
 - Conducts outreach activities and coordinates meetings, work sessions, and conferences about the planning initiative and/or grant program; coordinates, attends, and/or leads meetings with partnering agencies; gives presentations and coordinates the activities and speakers at planning initiative conferences or grant program workshops; develops any materials for meetings, works sessions, and conferences.
- 5% +/- 2%
 - Performs administrative and supporting duties; represents the County and/or the Planning Commission in various meetings; takes meeting minutes; completes and submits timesheets; reports to the Manager of Planning Initiatives and CCPC Executive Director regarding meetings and issues; assists in providing materials for public record requests; reviews project activity for Agency invoicing; assists with coordination of contracts and project partner agreements.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a program related to the department and grant program and five (5) years of project management, grant management, or related experience; or an equivalent combination of education, training, and experience; **or any equivalent combination of training and experience as defined below:**

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

Related degree fields: city/urban/regional planning; architecture; public administration; business administration; GIS; geography; science; math, statistics, and liberal arts.

Related work experience: grant administration, program administration.

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, calculator, and multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Planning Initiatives Specialist

- Ability to comprehend a variety of informational documents including quarterly program financial reports, grant applications, grant reimbursement requests, commission nomination forms, appointment letters, inquiries, program specific documentation, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, Ohio Revised Code, Ohio public record laws, and any rules, regulations, guidelines, or best-practices related to the program or initiative such as US Environmental Protection Agency rules and guidelines governing the Cuyahoga River Area of Concern Delisting Process.
- Ability to prepare meeting announcements, agendas, meeting minutes, application policy manuals, application forms, scoring spreadsheets, training participation tracking and reports, correspondence, memos, 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, explain procedures, and follow instructions.
- Ability to use and interpret urban planning and grant program terminology and language.
- Ability to communicate with coworkers, supervisor, director, partnering internal and external agencies, grant stakeholders, 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
21073	Principal Planner	Planning Commission	Exempt	13A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21073	Principal Planner	Planning Commission	Exempt	14A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 13A to 14A. No change to FLSA status.
-------------------	---

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 13A: \$73,299.20 - \$102,627.20 PG 14A: \$76,585.60 - \$107,203.20 Incumbent fits within the range of the new pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Cierebiej, Executive Director – Planning Commission	5/29/2026	Email	Review of Class Spec Draft
	7/1/2026	Email	Confirmation of Changes
	7/15/2026	Email	Notification of Pay Grade
Patrick Hewitt – Assistant Director, Planning Commission James Sonnhalter - Manager, Planning Commission	5/29/2026	Email	Review of Class Spec Draft
Jim Battigaglia, Archer Consultant	7/6/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Principal Planner	Class Number:	21073
FLSA:	Exempt	Pay Grade:	14A
Dept:	Planning Commission		

Classification Function

The purpose of this classification is to lead municipal and regional planning projects for Cuyahoga County planning initiatives and to be a lead worker for lower-level planners and interns.

Distinguishing Characteristics

This is a journey-level lead specialist classification that serves as a lead worker and project manager for large, complex municipal and regional planning projects for the Planning Commission. The Principal Planner manages assigned projects by coordinating budget and timeline, assigning tasks to Planners, completing complicated calculations and mapping, and communicating with local and regional government agencies. This classification exercises independence and judgment and receives direction from the Manager, Planning Services as new or unusual situations arise. It is distinguished from the Manager, Planning Services, where the latter is the supervisor of the planning 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.

40% +/- 10%

- Serves as a project lead for municipal and regional plans of moderate to high complexity including comprehensive Master Plans, local area planning studies, community surveys, and zoning mapping updates; develops recommended methodologies, actions, budgets, and timelines for projects; reviews submitted materials created by other planners; coordinates and reviews plans, studies, guidebooks, and regional initiatives; identifies data needed for projects and determines data sources and collection methods; researches, compiles, and organizes relevant data, resources, and best practices in community and regional planning, development, and zoning; conducts analyses on existing regional and local socio-economic, transportation, housing, and land use trends; utilizes computer programs to calculate statistics and analyze and display/report data; analyzes and interprets results and makes action and policy recommendations; reviews and analyzes the interrelation of legislation and planning projects and plans; determines most effective graphic presentation of data and information; prepares and reviews technical reports, plans, and recommendations for staff, clients, communities, public officials, and citizens; develops maps, 3D renderings, street sections, tables, graphs, charts, and document layout.

40% +/- 10%

- Leads and participates in meetings with public officials, local leaders, regional agencies, peers, citizens, and clients to understand needs, provide input and assistance, and coordinate on planning projects; develops public presentation materials, and organizes and presents to the general public, regional organizations, and local committees as part of facilitating the planning and zoning process; gathers, analyzes, and responds to feedback from the general public and other regional groups on ideas and initiatives proposed both regionally and locally; prepares and submits County planning's work for national and regional award programs; attends professional group meetings, national, and regional conferences, seminars, training, and other events to keep agency abreast of new trends, innovations, and best practices.

Principal Planner

20% +/- 10%

- Serves as a lead worker for the Planning Commission; assigns and coordinates the work of lower-level plans; provides instruction, mentorship, and training to lower-level planners; troubleshoots and provides guidance to lower-level planners as situations arise.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design, or a related field and seven (7) years of experience in urban planning or urban design; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	Not qualified
Unrelated associate degree	Not qualified
Related associate or unrelated bachelor's degree	9 years
Related bachelor's degree	7 years
Unrelated master's/doctoral degree	6 years
Related master's/doctoral degree	5 years

Related degree fields: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer or equivalent.

Related work experience: urban planning, urban design, zoning, economic development, community development, landscape architecture, transportation planning/engineering.

- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

Additional Requirements

- No special license or certification 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 and a plotter.

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), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

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.

Principal Planner

- Ability to solve and act on employee problems.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-to-high level data analysis requiring managing 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 charts, plats, maps, plans, renderings and models, drafts of documents, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, memos, 3D models, illustrations, and related legislation and policy.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, the local planning and zoning regulations and ordinances, State and Federal regulations, department policies and procedures, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by state and federal agencies.
- Ability to prepare master plan documents, project budgets and timelines, zoning text, demographic analyses and reports, renderings and 3D models, graphic designs, maps, diagrams, presentations, public materials, proposals, contracts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret urban planning, engineering, and related legal terminology and language.
- Ability to communicate with city leaders, directors, planning committees, regional and partner agencies, other departments, members of the public, coworkers, and other planning professionals.

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
21072	Senior Planner	Planning Commission	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
21072	Senior Planner	Planning Commission	Exempt	12A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	Update due to PRC Routine Maintenance. Last updated in 2022. Changes were made to the classification function, distinguishing characteristics, essential job functions and language and formatting. A technology requirements and minimum qualifications equivalency table were added. Pay grade increased from 11A to 12A. No change to FLSA status.
-------------------	---

No. of Employees Affected:	Four (4)
-----------------------------------	----------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 11A: \$66,726.40 - \$93,412.80 PG 12A: \$70,012.80 - \$98,030.40 All incumbents fit within the range of the new pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Cierebiej, Executive Director – Planning Commission	5/29/2026	Email	Review of Class Spec Draft
	7/1/2026	Email	Confirmation of Changes
	7/15/2026	Email	Notification of Pay Grade
Patrick Hewitt – assistant Director, Planning Commission James Sonnhalter - Manager, Planning Commission	5/29/2026	Email	Review of Class Spec Draft
Jim Battigaglia, Archer Consultant	7/6/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Planner	Class Number:	21072
FLSA:	Exempt	Pay Grade:	12A
Dept:	Planning Commission		

Classification Function

The purpose of this classification is to participate in the completion of municipal and regional planning projects for Cuyahoga County planning initiatives.

Distinguishing Characteristics

This is a journey-level classification with responsibility for leading small municipal and regional planning projects for the Planning Commission including gathering data, performing research, analyzing data, working with clients and municipalities, and presenting results to the public. Positions at this level work under general supervision and receive direction as new or unusual situations arise. The employee works within a framework of established regulations, policies, and procedures and is responsible for maintaining open communication with the client agency. This classification is distinguished from the Principal Planner position in that the latter manages larger, more complex projects for regions and municipalities and serves as a lead worker.

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%

- Leads municipal planning projects of simple to moderate complexity including comprehensive Master Plans, local area planning studies, community surveys, and zoning mapping updates; develops recommended methodologies, actions, budgets, and timelines for projects; reviews submitted materials created by other planners; researches, compiles, and organizes relevant data, resources, and best practices in community and regional planning, development, and zoning; conducts analyses on existing regional and local socio-economic, transportation, housing, and land use data; utilizes computer programs to calculate statistics and analyze and display/report data; analyzes and interprets results and makes action and policy recommendations; determines most effective graphic presentation of data and information; prepares and reviews technical reports, plans, and recommendations for staff, clients, communities, public officials, and citizens; develops maps, 3D renderings, street sections, tables, graphs, charts, and document layout.

25% +/- 10%

- Conducts meetings with public officials, local leaders, regional agencies, peers, citizens, and clients to understand needs, provide input and assistance, and coordinate on planning projects; coordinates and communicates with client city's point of contact; develops public presentation materials, and organizes and presents to the general public, regional organizations, and local committees as part of facilitating the planning and zoning process; gathers, analyzes, and responds to feedback from the general public and other regional groups on ideas and initiatives proposed both regionally and locally; conducts planning team meetings for planning projects; attends monthly subdivision plat meetings; prepares subdivision plat staff reports for Planning Commission meetings and presents report to the Planning Commission; attends professional group meetings, national, and regional conferences,

Senior Planner

seminars, training, and other events to keep agency abreast of new trends, innovations, and best practices.

15% +/- 5%

- Assists other planners and staff with projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design or related field, and three (3) years of experience in urban planning, or urban design; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	Not qualified
Unrelated associate degree	Not qualified
Related associate or unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	3 years
Related master's/doctoral degree	2 years

Related degree fields: public policy; architecture; public administration; GIS; geography; urban studies; transportation planning/engineer or equivalent.

Related work experience: urban planning, urban design, zoning, GIS, economic development, community development, landscape architecture, transportation planning/engineering.

- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

Additional Requirements

- No special license or certification 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 and a plotter.

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), presentation software (Adobe InDesign, Adobe Acrobat), photo editing and graphics creation software (Adobe Lightroom and Illustrator, SketchUp), GIS software (ArcGIS), and website maintenance (WordPress, Microsoft Edge).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and operations involving 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 zoning and planning study drafts, charts, plats, maps, plans, renderings and models, drafts of documents, project budgets, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, memos, 3D models, and illustrations.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, county subdivision regulations, local planning and zoning regulations, state and federal regulations, department policies and procedure, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by state and federal agencies.
- Ability to prepare planning studies, planning reports, project budgets and timelines, zoning text, computer graphics, 3-D models, maps, charts, diagrams, meeting handouts and presentations, research, technical reports, surveys, certified ordinances, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret urban planning, engineering, and related legal terminology and language.
- Ability to communicate with supervisors, clients, stakeholders, developers, planning team, public works, local government representatives, members of the public, coworkers, and other planning professionals.

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
19012	Supervisor, Building Rehabilitation Specialist	Housing and Community Development	Exempt	10A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19012	Supervisor, Building Rehabilitation Specialist	Housing and Community Development	Exempt	11A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to essential functions, and language and formatting. A minimum qualifications table was added. No change to FLSA. Pay grade increased from 10A to 11A.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Housing and Community Development
---------------------------	-----------------------------------

Fiscal Impact:	PG 10A: \$63,481.60 - \$88,816.00 PG 11A: \$66,726.40 - \$93,412.80 Current incumbents fall within range of new pay grade. TBD by Human Resources.
-----------------------	---

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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kellie Glenn, Administrator, Development	6/3/2026	Email	Sent drafted specifications
	6/24/2026	Email	Reminder
	7/10/2026	Email	Final Reminder
Jim Battigaglia, Archer Consultant	7/22/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Rehabilitation Specialist	Class Number:	19012
FLSA:	Exempt	Pay Grade:	11A
Dept:	Housing and Community Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. This position oversees the operations and promotes the efficiency of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives. This class reports to the Administrator, Development. Employees are expected to exercise judgment in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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 contractor payrolls according to federal regulations; conducts personnel wage interviews with contractors; maintains prevailing wage law updates; prepares and maintains reports and records regarding prevailing wages; resolves issues with prevailing wages and makes recommendations; distributes and maintains current prevailing wage rates; attends pre-construction meetings; monitors contract compliance and performs construction site inspections for prevailing wage laws; oversees the monitoring of federally funded activities and reporting of the required Minority, Female, Small and /or Disadvantaged Business Enterprises as well as the HUD required Section 3 activity.

25% +/- 10%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing, housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets.

Supervisor, Building Rehabilitation Specialist

15% +/- 5%

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

15% +/- 5%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to ensure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

15% +/- 5%

- Performs supporting administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/Unrelated associate degree	7 years
Unrelated bachelor's/Related associate degree	5 years
Unrelated master's/Related bachelor's degree	3 years
Related master's degree	1 year

Related degree fields: construction technology

Related work experience:

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

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and a multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, bend, and twist during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and word processing software (Microsoft 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, reimbursement requests, staff mileage and timesheets, loan documents, timesheets, mileage reimbursement forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA

Supervisor, Building Rehabilitation Specialist

regulations, ADA regulations, contractual laws, Demolition Standards, Davis Bacon Wage Compliance Act, International Code Council, and zoning codes.

- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, various grant site spreadsheets, and any other job related documents using a 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 construction, building codes and specifications, and related legal terminology and language.
- Ability to communicate effectively with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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
19022	Supervisor, Investigation	Health and Human Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19022	Supervisor, Investigation	Health and Human Services	Exempt	12A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	Update as part of PRC Routine Maintenance. Last updated in 2022. Changes were made to the essential job functions and language and formatting. Pay grade increased from 11A to 12A. No change to FLSA status.
-------------------	---

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Planning Commission
---------------------------	---------------------

Fiscal Impact:	PG 11A: \$66,726.40 - \$93,412.80 PG 12A: \$70,012.80 - \$98,030.40 All Incumbents fit within the range of the new pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Megan Lewis – Senior Supervisor, Investigations	8/18/2026	Email	Review of Class Spec Draft
Amanda Jones – Manager, Investigations	8/20/2026	Email	Confirmation of Changes
	9/30/2026	Email	Notification of Pay Grade Evaluation
Kelli Neale (PO4) and John Kennick (Senior Manager, Compensation & HRIS), HR	9/22/2026	Email	Notification of Pay Grade Evaluation
Jim Battigaglia, Archer Consultant	8/20/2026	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Investigation	Class Number:	19022
FLSA:	Exempt	Pay Grade:	12A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a first-line supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. This position works under general direction of the Senior Supervisor, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

45% +/- 10%

- Performs investigative duties; interprets State and Federal policy pertaining to specific public assistance programs; serves as a resource for eligibility and benefit recovery policy related to SNAP, TANF, and Publicly Funded Childcare Assistance; reviews and approves all fraud/overpayment cases to ensure the appropriate calculations and determinations were made; approves eligibility overrides and lost benefit replacement in the OBWP eligibility system; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; prepares reports for use in the evaluation and prosecution of fraud cases; acts as department liaison and coordinates with other public and private agencies providing services to clients; determines/ redetermines public benefits eligibility for employees and employee's relatives who handle the Confidential Caseload within the Performance, Evaluation, and Innovation Department (PEI); reviews confidential internal investigations cases for County employees suspected of benefits fraud; testifies in court and administrative hearings as needed including acting as an expert witness on benefit eligibility in fraud prosecutions; recommends and implements changes to policies and procedures; ensures department processes comply with State and Federal regulations.

45% +/- 10%

- Supervises and directs the work of Investigators and Investigative Assistants; 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%

Supervisor, Investigation

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends state trainings and quarterly fraud roundtable meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice, or a related field and three (3) years of public assistance eligibility determination or investigations experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	6 years
Related associate degree	5 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	2 years

Related degree fields: business administration, criminal justice, criminology, social work, human services, public/nonprofit administration.

Related work experience: eligibility worker/specialist, eligibility supervisor, or other human services experience pertaining to policy and benefits knowledge and/or fraud investigations.

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, phone, and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), word processing software (Microsoft Word), and case management 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

Supervisor, Investigation

- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other 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 benefits applications, eligibility case records, investigative records, payroll documents, State Hearing and Compliance reports, claims management reports, administrative subpoenas, Bureau of State Hearing (BSH) documents, JFS 4062 Notice of Disqualification for Intentional Program Violation, wage verification reports, notices, logs/timesheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Ohio Administrative Code, the Employee Handbook, United States Code of Federal Regulations (CFR), Directives from ODJFS Office of Family Assistance and State Fraud Control, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Medicaid Manual, Administrative Hearing Handbook, bankruptcy laws, departmental policies and procedures, and ethics policies.
- Ability to prepare monthly reports, claims tracker, recovery account database, performance evaluations, correspondence, memos, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) 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 persuade and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret legal terminology and language related to public benefits programs.
- Ability to communicate effectively with immediate supervisor, management, subordinates, co-workers, clients, case targets, witnesses, families, other County departments and employees, Court personnel, law enforcement personnel, 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
15141	Supervisor, Maintenance	Public Works	Exempt	10A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15141	Supervisor, Maintenance	Public Works	Exempt	11A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, and language and formatting. A minimum qualifications table and technology section was added. No change to FLSA. Pay grade increased from 10A to 11A.
-------------------	---

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	PG 10A: \$63,481.60 - \$88,816.00 PG 11A: \$66,726.40 - \$93,412.80 Current incumbents fall within range of new pay grade. TBD by Human Resources.
-----------------------	---

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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robert Funtash, Superintendent, Maintenance	7/29/2026	Email	Sent drafted specifications
	8/13/2026	Email	Reminder
	9/1/2026	Email	Final Reminder
Jim Battigaglia, Archer Consultant	9/3/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Maintenance	Class Number:	15141
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County roads within townships; to provide administrative support to a Maintenance Administrator.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical; administrative and management problems related to maintenance. The employee is expected to meet, consult, and collaborate with a Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

40% +/- 10%

- Makes regular inspections of bridges and roads within the County to assess maintenance and repairs needed to bridges, road surfaces, and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County; works closely with Sewer Maintenance Division with the repair and maintenance of sewer maintenance point repairs.

30% +/- 10%

- Supervises and directs the work of the Maintenance Section of Public Works; 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 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.

20% +/- 10%

- Prepares daily reports of work distribution, labor costs, materials, equipment, inventory, and work accomplished; develops estimates for all bridge related projects; materials used and all equipment under their jurisdiction; orders supplies and equipment; obtains purchase orders; collects invoices, receipts, and pick-up slips from materials, tools, and equipment purchased.

10% +/- 5%

Supervisor, Maintenance

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in engineering or a related field with three (3) years of heavy highway construction; **or any equivalent combination of training and experience as defined in the table below.**

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

Related degree fields: construction management, civil engineering.

Related work experience: traffic control, operating heavy machinery, construction, road repair.

- Requires a driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment, mechanics tools, and construction tools.
- Ability to work at heights and climb up and around structures.
- Ability to work in confined spaces.

Technology Requirements

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

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.

Supervisor, Maintenance

- 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 ability to understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- 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 work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, reports, steel and concrete coding specifications, concrete and asphalt mix designs, invoices and Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, work orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret structural, mechanical, building, and automotive terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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.