



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: November 27, 2024

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the December 4, 2024, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Applications Analyst 16531	12B Exempt	Information Technology

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Manager, Tax Collection 11161 (Administrator, Tax Collection Division)	12A Exempt	13A Exempt	Treasurer
Human Resources Business Partner 14112	11A Exempt	11A Exempt (No Change)	Human Resources and Sheriff's Department
Information Technology Senior Project Manager 16092	13B Exempt	15B Exempt	Information Technology
Manager, Parking Facility 15132	10A Exempt	10A Exempt (No Change)	Public Works
Supervisor, Pathology Assistant 17002	10A Non-Exempt	11A Non-Exempt	Medical Examiner's Office

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Business Administrator 1 11031	6A Exempt	All Departments
Business Administrator 2 11032	8A Exempt	All Departments
Business Administrator 3 11033	10A Exempt	All Departments
Business Administrator 4 11034	14A Exempt	All Departments

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16531	Applications Analyst	Information Technology	Exempt	12B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Information Technology department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 12B \$74,027.20 - \$103,584.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kristen Nagy, Manager, Technical Services	9/17/2024	Email	Sent drafted specification
	11/19/2024	Email	Inform about pay grade evaluation
Robert Noll, Deputy Chief Information Officer	9/17/2024	Email	Copied on Communications
	11/19/2024	Email	

Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	11/19/2024	Email	Inform about pay grade evaluation Reminder for Additional Information
Jim Battigaglia, Archer Consultant	10/7/2024	Email	Pay Grade Evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Applications Analyst	<b>Class Number:</b>	16531
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology		

### Classification Function

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

### Distinguishing Characteristics

This is a technical, journey level classification that ensures application systems meet the needs of the department and makes the necessary changes to the applications to meet those needs. Incumbents in this position work towards operational effectiveness and to maintain and support specific software applications. Positions at this level 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.**

- 25% +/- 10%
- Administers system security; sets up new users and removes inactive users; adds and removes elevated security; performs security audits; determines appropriate security access and roles.
- 25% +/- 10%
- Assists with development of system solutions; analyzes and creates system reporting via database scripts and reporting tools such as running, compiling, monitoring, and auditing system and data reporting needs; identifies trends in data and data cleanups or corrections needed; writes technical specifications for technical staff such as developers, database administrators, or network engineers to create new applications, enhancements to existing systems, and automated processes; works with vendor support to resolve issues.
- 20% +/- 10%
- Provides continued end-user support for software systems; develops and delivers training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements; makes recommendations for future development.
- 15% +/- 5%
- Implements system updates such as upgrades, patches, new releases, tracking, documentation, follow-up of progress, monitoring and distribution of release notes, testing, and sign offs; tests and monitors system solutions to ensure application properly functions according to end user requirements and data is appropriately validated; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes.



## Applications Analyst

15% +/- 5%

- Tracks, documents, analyzes and follows up on status of bug fixes, data corrections, enhancement requests, and problems; works with vendor, technical and functional resources, management, and end users to track information gathering, testing, and planning.

### Minimum Training and Experience Required to Perform Essential Job Functions

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

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

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

*Related work experience:* computer information systems, project management, gathering business requirements, implementing computer-related technologies, database analysis/design, web design, software design, UX/UI, QA/QC, OnBase, JMS systems, CRP systems, case management systems, ERP systems (Infor, Oracle, SAP, Workday, Microsoft Dynamics, Sage, Acumatica, IFS, Epicor), analytics, supply chain management, application support, application user security, system analysis, report creation/support (SQL, SSRS, Cognos, Crystal, Tableau, Power BI), workflows, programming (C#, Visual Basic, Python, JavaScript, Go, Java, Kotlin, PHP), troubleshooting.

\*Certifications are equivalent to six (6) months of the experience requirement. Certifications must be in a current information technology field as deemed relevant by the hiring managers (e.g., application development, analytics, Microsoft, ITIL/ITSM, Cisco, Solaris, Linux, VMWare, CompTIA, etc.).

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

## Applications Analyst

### Technology Requirements

- Ability to operate a variety of software and databases including database software (SQL Server, Visio, Microsoft Access), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel, Notepad++), word processing or script editing software (Microsoft Word, Notepad++, Planner, OneNote).

### Mathematical Ability

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

### 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 patch/upgrades/enhancement details, security request forms, audit requests, system documentation/instructions, testing/remediation results, system instructions, requests for proposal (RFP), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare testing scripts and tracking, data reports, system patch/upgrades/enhancement details, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### Environmental Adaptability

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11161	Manager, Tax Collection	County Treasurer	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11161	Administrator, Tax Collection Division	County Treasurer	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Changes requested by County Treasurer Department. Changes were made to the essential job functions, minimum qualifications, and language and formatting. A minimum qualifications equivalencies section was added. Pay grade increased from 12A to 13A.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Human Resources and Sheriff's Department
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<b>Fiscal Impact:</b>	PG 12A: \$67,288.00 - \$94,224.00 PG 13A: \$70,449.60 - \$98,633.60 Employee's current pay falls within the new pay range.
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brad Cromes – Deputy County Treasurer	10/25/2024 11/8/2024 10/26/2024 10/28/2024	Email Email Email Email	Draft Review Response Inform about pay grade evaluation
Jim Battigaglia	11/8/2024	Email	Request for PG Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Tax Collection Division	<b>Class Number:</b>	11161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	County Treasurer		

## Classification Function

The purpose of this classification is to administer the County Treasurer's Office tax collection activities.

## Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the tax collection activities of the County Treasurer's Office including administration of taxpayer services and tax support functions. This class works under the direction of the Deputy Treasurer and works within a broad framework of policies, procedures, regulations, and laws. The employee exercises discretion and judgment and participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate 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%

- Manages and oversees the department's tax collection and tax support activities; develops property tax collection plans for billing in collaboration with internal stakeholders; assists subordinate employees with resolving escalated tax issues, problems, and disagreements as they arise from taxpayers; monitors performance of office programs; strategizes to encourage greater taxpayer engagement; assists in preparation of tax lien certificate sales; reviews bankruptcy lists and ensure they are current and accurate; assists staff with planning for participation in Board of Revision hearings; monitors Sheriff's sales and related tax prorations; assists with office outreach programming to ensure sufficient coverage; determines procedures for delinquent payment plans, refund requests, and penalty remissions for unit; directs implementation of delinquent tax payment plans; maintains electronic and hard copy files of payment adjustments; stays up-to-date on any relevant changes made to the Ohio Revised Code to ensure tax collection activities align with state law.

20% +/- 10%

- Evaluates agency operations within the areas of taxpayer services and tax support functions; maintains, analyzes, and monitors statistics for taxpayer services and tax support functions; participates in post-tax collection period review; researches best practices and current trends to evaluate efficiency of current practices; counsels agency leadership regarding revisions to direct taxpayer services and tax support operations; reviews policies and procedures and submits proposals to management on potential improvements and efficiencies.

15% +/- 5%

- Oversees delivery of key agency functions by subordinate employees; audits work of subordinate employees; provides final authorization of work for complete processing.

Administrator, Tax Collection Division

10% +/- 5%

- Supervises and directs the work of Fiscal Office Supervisors; 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%

- Manages tax refunds process; completes initial analysis of both hard-copy and electronic tax refund requests; prepares refund requests for file processing; coordinates intraoffice communication and multiple County computing and data processing systems to complete refund requests.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares resource documents and training materials; represents the Treasurer in meetings, forums, or community events; answers the public's questions; answers media questions as needed.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, accounting, finance, economics, or a related field with seven (7) years of public sector treasury operations experience including two (2) 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	13 years
Unrelated associate degree	11 years
Related associate or unrelated bachelor's degree	9 years
Related bachelor's degree or unrelated master's/doctoral degree	7 years
Unrelated master's/doctoral degree	5 years

*Related degree fields:* accounting, business administration and management, data analytics, economics, finance, financial management, human resources, information systems, management, mathematics, operations management, public administration, public policy, statistics.

*Related work experience:* public sector financial management, business systems analysis, public sector accounting.

*Supervisory experience:* two (2) years of supervisory experience must be in public sector treasury operations experience and cannot be substituted.

**Additional Requirements**

- No special license or certification is required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer, multifunction printer, mail sorting equipment, and payment kiosk/scanners.

### **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 (Microsoft PowerPoint, Publisher) and real property tax database software.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including internal refund request forms, penalty remission applications, claim for tax refund, abatement requests, transfer requests, property tax payments, bankruptcy list, tax lien list, Sheriff's sale proration list, correspondence, and timesheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), collective bargaining agreement (LIUNA Local 860 contract), and Treasurer's Office Policies & Procedures.
- Ability to prepare quarterly department update reports, internal refund forms, remission of penalty return notices, warrant requests, productivity statistics and reports, parcel analysis queries, employee training materials, employee performance appraisals, spreadsheets, executive office metric reports, standard operating procedures, training slideshows and materials, correspondence, and other job-

## Administrator, Tax Collection Division

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 basic accounting terminology and language.
- Ability to communicate with direct reports, management, coworkers, subordinate employees, County Treasurer and Chief Deputy Treasurer, Fiscal Office staff, other County employees and departments, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14112	Human Resources Business Partner	Human Resources and Sheriff's Department	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14112	Human Resources Business Partner	Human Resources and Sheriff's Department	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Changes requested by the Human Resources Department. Supervisory responsibilities were added to the position. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Human Resources and Sheriff's Department
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<b>Fiscal Impact:</b>	No change to pay grade.
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Patrick Smock – Director HR Employee Services	9/17/2024 10/2/2024 10/23/2024 10/28/2024	Email Email Email Email	Draft Review Reminder Reminder Confirmation
Jim Battigaglia	10/28/2024	Email	Request for PG Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Business Partner	<b>Class Number:</b>	14112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources and Sheriff's Department		

## Classification Function

The purpose of this classification is to provide Human Resources consultation to County agencies in achieving agency goals and ensuring the proper application of civil service laws, rules, collective bargaining agreements, and related policies and procedures.

## Distinguishing Characteristics

This is a supervisory level classification with responsibility for collaborating with Human Resources Managers and agencies to plan, engage, and strategize Human Resources outcomes. The employee works within a framework of established regulations, policies, procedures, and collective bargaining unit agreements (CBA). The incumbent is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Generalist in that this classification has more complex work, requires more work experience, and acts as a first-line supervisor.

## 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%
- Works collaboratively with the Manager, Human Resources to plan, engage, and strategize Human Resource outcomes for their assigned agency; works along-side Manager, Human Resources to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery.

- 30% +/- 10%
- Partners with agency management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency operations; analyzes the effects of new laws or administrative regulations on Human Resource programs; works with the Manager, Human Resources and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency objectives and goals; identifies and resolves Human Resource issues and concerns.; serves as a liaison between employees, management, and training; Supports Human Resource services for assigned County agency in the area of employment and benefits; ensures compliance with and provides interpretation of Equal Employment Opportunity (EEO) guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program.

- 10% +/- 5%
- Assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

## Human Resources Business Partner

10% +/- 5%

- Supervises and directs the work of Human Resource Associates; 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; monitors and provides for training needs; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Performs supporting administrative duties; represents the assigned agency for all Human Resources related activities and meetings; reviews and approves Family and Medical Leave Act (FMLA) requests; updates organizational charts; researches, analyzes, and presents data; writes reports; gives presentations to management; troubleshoots data and reports; provides reports requested by department directors or managers.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources management or a related field of study with five (5) years of human resources experience; or any equivalent combination of training, education, and experience.

Highest degree of education attained	Experience required
High school diploma/GED	9 years
Unrelated associate degree	7 years
Related associate degree	7 years
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:* labor relations, business management., organizational development, industrial/organizational psychology, liberal arts, or social sciences.

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Technology Requirements

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

### Supervisory Responsibilities

## Human Resources Business Partner

- Ability to assign, review, and plan 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 perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including CBAs, personnel files, FMLA requests, medical documentation, seniority reports, discipline documents, time adjustment forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, memos, request for leave of absence notifications, FMLA designations, timesheets, 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 Human Resources terminology and language.
- Ability to communicate effectively with employees, supervisor, department leadership, department employees, executive staff, unions, and fiscal 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
16092	Information Technology Senior Project Manager	Information Technology	Exempt	13B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16092	Information Technology Senior Project Manager	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Update requested by IT. Changes were made to distinguishing characteristics, essential functions, minimum requirements, language and formatting, and an equivalency table. A Required certification was added to the minimum qualifications. Pay grade changed from 13B to 15B.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 13B: \$78,499.20 - \$109,886.40 PG 15B: \$87,443.20 - \$122,408.00 Step placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Andy Johnson, Chief Information Officer	10/30/2024	Email	Sent drafted specification
	11/6/2024	Email	Follow up question
Connie Geddis, Deputy Chief Information Officer	11/6/2024	Email	Follow up question
	10/11/2024	Email	
Jim Battigaglia, Archer Consultant	11/14/2024	Email	Pay grade evaluation

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Technology Senior Project Manager	<b>Class Number:</b>	16092
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to organize, plan, and coordinate multi-program Information Technology projects that are time-limited and involve more than one internal and/or external stakeholder across organizational lines. Employee coordinates planning activities for specialized projects ensuring sufficient resources are available and involved.

### Distinguishing Characteristics

This is a senior-level project management classification responsible for overseeing large, multi-faceted Information Technology projects. This class works under the direction of the PMO Administrator and senior management and is expected to drive high-impact projects and resolve organizational and service delivery problems swiftly and efficiently. The employee in this class facilitates collaboration and ensures strategic alignment with Information Technology and Executive Administration goals. The Senior Project Manager is distinguished from the Project Manager by the years of experience and the technical complexity of the assigned projects.

### 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%

- Oversees the management of large, multi-faceted projects to ensure that requirements are met and that projects are completed on time and on budget; assesses client needs and works with subject matter experts to recommend solutions; establishes clear project objectives and performance metrics;; manages and coordinates cross-functional project teams; determines resource requirements, roles, and responsibilities for project teams; creates project charters to define the project's objectives, deliverables, scope, milestones, known risks, and dependencies; ensures clear alignment between stakeholders and the project team from initiation to completion; creates and executes comprehensive project plans and revises as necessary in order to meet changing needs and requirements; monitors project timelines and milestones, adjusting as necessary to keep the project on track utilizing decision logs and approval processes;; identifies and implements strategies to improve project performance; facilitates procurement and delivery process; keeps administration informed of status of projects; facilitates client meetings with clients, vendors, consultants, and stakeholders to clarify goals, set expectations, address concerns, and provides status updates; facilitates end user testing and issue resolutions; receives final acceptance of project deliverables.

30% +/- 10%

- Manages changes in project scope, schedule, or resources effectively and with minimal disruption; oversees project budgets, ensuring financial control and cost-effectiveness; identifies potential risks, develop mitigation strategies, and monitor for issues throughout the project lifecycle. ; integrates project management plans with performance objectives and goals of the organization; provides the sharing of technical and management knowledge across project functional and departmental lines; identifies potential risks, develops mitigation strategies, and monitors for issues throughout the project lifecycle;; establishes and oversees feedback loops, ensuring continuous evaluation and



## IT Senior Project Manager

optimization of processes to enhance project outcomes and team performance; ensures the project meets quality standards by implementing appropriate testing and validation processes.

15% +/- 5%

Leads the requirements gathering process to identify, document, and validate business and technical needs, ensuring that the project scope aligns with stakeholder expectations and project goals; leads kick-off meetings to align stakeholders, clarify project goals, and set expectations for timelines, roles, and deliverables with the entire project team; creates RACI charts to clearly define team roles and responsibilities, ensuring accountability and efficient decision-making throughout the project.

10% +/- 5%

- Conducts lessons learned sessions to evaluate project performance and capture insights to ensure continuous improvement for future projects; attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology; researches and evaluates software, hardware and technology products and trends; consults with other agencies, outside government and private organizations to their approach to projects and their experience with vendors.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, business administration, or a related field and seven (7) years IT project management experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	11 years
Unrelated associate degree	10 years
Related associate or unrelated bachelor's degree	9 years
Related bachelor's degree	7 years
Unrelated master's/doctoral degree	7 years
Related master's/doctoral degree	5 years

*Related degree fields:* computer science, business administration, information technology, finance, accounting, computer programming, computer engineering, business management.

*Related work experience:*

- A Project Management Professional certification is required at the time of hire.

### Additional Requirements

- No additional special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Technology Requirements

## IT Senior Project Manager

- Ability to operate a variety of software and database including email software (Microsoft Outlook), presentation and diagram software (Microsoft PowerPoint), project tracking software (Microsoft Project, Microsoft SharePoint), spreadsheet software (Microsoft Excel), teleconferencing software (Microsoft Teams), 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 and advanced statistics, and algebra.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including Statements of Work, project charters, project plans, timelines, workflow charts, procedural diagrams, status reports, compliance reports, internet research for IT related products or services, vendor invoices, project documentation, requests for information, requests for proposal, requests for bids, project recommendations, , performance evaluations, billing statements, vendor quotes and invoices, Service Level Agreements (SLA), a variety of ERP reports, purchase orders, contracts, and project budgets.
- Ability to comprehend a variety of reference materials and manuals, including the Employee Handbook, project management standards and frameworks, documentation and trade publications, software white papers, County processes and procedures, Ohio Revised Code, Payment Card Industry Data Security Standard, and ADA compliance requirements.
- Ability to prepare status and project budget reports, data compiled for IT related products and services project metrics and KPI's, invoices, project documentation, project plans and schedules, requests for bid, requests for proposal, contracts, purchase orders, project charters, status reports, decision logs, Post Implementation Retrospective, 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 contract, computer, project management, and circuitry terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, users, vendors, clients, and outside agencies, departmental employees and senior managers.
- 

### **Environmental Adaptability**

## IT Senior Project Manager

- 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15132	Manager, Parking Facility	Public Works	Exempt	10A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15132	Manager, Parking Facility	Public Works	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, physical requirements, language and formatting, and an equivalency table was added to the minimum qualifications. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Nichole English, Administrator, Planning and Program	9/25/2024	Email	Sent drafted specification Reminder
	10/11/2024	Email	
Michael Dever, Director, Public Works	9/25/2024	Email	CC'ed on emails to Nichole
	10/11/2024	Email	
Jim Battigaglia, Archer Consultant	10/29/2024	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Parking Facility	<b>Class Number:</b>	15132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise the Supervisor, Parking Facility and other assigned staff.

## Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing, and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative, and management problems related to parking facilities. The employee is expected to meet, consult, and collaborate with the Supervisor, Parking Facilities 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.**

35% +/- 10%

- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports; prepares daily cash reconciliation report.

35% +/- 10%

- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders, inspecting locations for cleanliness and safety hazards, and moving signage; coordinates contracted services related to new construction or maintenance on parking facilities; plans and develops future business operations to meet goals and objectives.

25% +/- 10%

- Supervises and directs the work of parking facility supervisors and other assigned staff; assigns and schedules work for various parking facilities; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work

## Manager, Parking Facility

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; processes mileage and parking reimbursement.

5% +/- 2%

- Performs other supporting administrative duties; functions as County liaison to other departments and public and private entities; delivers daily deposits to the bank, prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field and three (3) years of experience in parking facilities management or parking operations; **or any equivalent combination of training and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	5 years
Related associate or unrelated bachelor's degree	3 years
Related bachelor's or any graduate degree	2 years

*Related degree fields:* project management, finance, accounting, public administration

*Related work experience:* budget and revenue review

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.
- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate pay machines, ticket spitters, credit card servers, and entrance/exit gates.

#### Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), 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.

## Manager, Parking Facility

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, Standard Operations Procedure Manual, ADA requirements, and parking equipment manuals.
- Ability to prepare daily, weekly, and monthly financial reports, work orders, performance appraisals, parking statistics, costing sheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate effectively with customers, vendors, Sheriff's department, employees, Director, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, 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.*



**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17002	Supervisor, Pathology Assistant	Medical Examiner's Office	Non-Exempt	10A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17002	Supervisor, Pathology Assistant	Medical Examiner's Office	Non-Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2020. Updates were made to language and formatting. A technology requirement and a minimum qualification equivalencies section was added. Pay grade increased from 10A to 11A.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	Pay Grade <b>15A</b> : \$61,006.40 - \$85,363.20 Pay Grade <b>16A</b> : \$64,126.40 - \$89,793.60 Current employee fits within the new pay grade.
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Elizabeth Mooney – Forensic Pathologist	7/3/2024 7/19/2024  8/9/2024 9/17/2024 9/23/2024	Email   Email Email Email	Draft Review Follow up on minimum qualifications Reminder Reminder Confirmation
Hugh Shannon – Director MEO Operations	7/3/2024 7/19/2024  8/9/2024 9/17/2024 9/23/2024	Email   Email Email Email	Draft Review Follow up on minimum qualifications Reminder Reminder Confirmation
Jim Battigaglia	9/24/2024	Email	Request for PG Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Pathology Assistant	<b>Class Number:</b>	17002
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to provide autopsy assistance to the Medical Examiner and to assist in the supervision of department staff, ensuring a clean, safe work environment, regulatory compliance, and proper training and performance.

## Distinguishing Characteristics

This classification is a first-line supervisor level classification that receives direction from the supervising Deputy Medical Examiner. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents are expected to use judgment in performing duties and exercise discretion in following 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%

• Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs, and other refuse from autopsy; maintains autopsy logs.
- 20% +/- 10%

• Supervises and directs the work of Pathology Assistants and departmental students/interns; 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%

• Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that workstations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage.
- 10% +/- 5%

• Performs inventory control functions; maintains inventory of consumable items; prepares purchase orders as needed; ensures certification of vendors prior to placing orders; obtains product information and quotes from vendors.

## Supervisor, Pathology Assistant

20% +/- 10%

- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms; maintains unit's adherence to established departmental policies and procedures, quality assurance, and safety protocols; assists visiting students with completion of registration forms and waivers; assist with training of visiting students and residents.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in anatomy, biology, forensic science, mortuary science, or related field and five (5) years of experience in forensic autopsy or related experience; **or an equivalent combination of training and experience as defined in the table below.**

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

*Related work experience:* funeral home services, embalming.

### Additional Requirements

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

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of tools and equipment including x-ray equipment, autopsy instruments, pallet jack, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, and push, pull or lift up to 200 lbs. (with assistance).

#### Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), desktop publishing software (Microsoft Publisher), and construction management software (Appia).

#### Supervisory Responsibilities

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

## Supervisor, Pathology Assistant

- 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 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 statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, police/EMS reports, patient/hospital records, and organ and tissue procurement documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, Ohio Department of Health Radiology regulations, Ohio Revised Code, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, employee evaluations, autopsy logs, autopsy labels, radiologic review records, equipment inventory records, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, other departmental employees, pathologists, students, law enforcement, partner organizations, vendors, and those in attendance/observance of autopsy.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, disease, toxic agents, bodily fluids, bright/dime lights, hot/cold, electrical currents, noise extremes, and morgue equipment/machinery.

## Supervisor, Pathology Assistant

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>11031</b>	<b>Business Administrator 1</b>	<b>All Departments</b>	<b>Non-Exempt</b>	<b>6A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	None
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 1	<b>Class Number:</b>	11031
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of routine fiscal activities for a County department. This classification has budgetary accountability of less than \$0.5 million.

## Distinguishing Characteristics

This is any entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. 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.**

- 50% +/- 10%
  - Assists higher level administrative staff or managers in the planning and administration of routine fiscal activities for a County department; performs accounting, payroll, purchasing, or inventory control functions; assists in the development and preparation of budgets; reviews final budgetary recommendations; reviews the receipt and disbursement of funds, and authorizes expenditures; prepares bid specifications and purchase orders; adjusts fiscal errors; coordinates delivery of supplies and equipment.
- 30% +/- 10%
  - Supervises clerical support personnel; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 20% +/- 10%
  - Assists in the direction of support functions such as housekeeping, laundry, maintenance, grounds, safety and security or mail services; participates in policy development and implementation.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, or a related field with five (5) months of administrative experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

- No special license or certification is required.



## **Business Administrator 1**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, state and federal employees, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11032	Business Administrator 2	All Departments	Exempt	8A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	None
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 2	<b>Class Number:</b>	11032
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of fiscal activities for a County department, or to independently plan and administer fiscal activities for a County department. This classification has budgetary accountability greater than \$0.5 million and less than \$1.6 million.

## Distinguishing Characteristics

This is an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. This position is distinguished from the level below by a greater level of financial and planning responsibilities. 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.**

- 60% +/- 10%
- Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department, or independently plans and administers fiscal activities for a County department; coordinates accounting, payroll, budget planning, purchasing, and inventory control; edits and maintains fiscal records; audits financial transactions for accuracy; reviews receipts and disbursements of funds; assists higher level administrative or managerial staff with planning and administering support functions including office services and communications.
- 30% +/- 10%
- Supervises support personnel including lower-level business administrators, office managers, and/or clerical supervisors; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 10% +/- 5%
- Balances accounts and reports daily to ensure that all monies entered correspond to all monies disbursed; verifies daily reports from County Data Center with previous day's work including adjustments, check registers, daily application reports, daily detail reports, and other reports indicating the various transactions of the previous day.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration or a related field with one (1) year of accounting, fiscal, or budget administration experience; **or any equivalent combination of training and experience as defined below:**

<b>Highest degree of education attained</b>	<b>Experience required</b>
High school diploma/GED	3 years

## Business Administrator 2

Unrelated associate degree	2 years
Related associate degree	1 year
Unrelated bachelor's degree	1 year
Related bachelor's degree	No experience required
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	No experience required

Related degree fields: business administration, accounting, finance, management, economics, public/non-profit administration, math, marketing.

Related work experience: accounting, fiscal, business administration, operations management (e.g., inventory control, logistics), project management, purchasing, invoicing, data analysis, or any office experience with a significant fiscal or accounting responsibility.

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, blueprints, and other reports and records.

## Business Administrator 2

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>11033</b>	<b>Business Administrator 3</b>	<b>All Departments</b>	<b>Exempt</b>	<b>10A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	None
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 3	<b>Class Number:</b>	11033
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department. This classification has budgetary accountability greater than \$1.6 million and less than \$13.0 million.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for coordinating fiscal management activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. This position is distinguished from the level below by a greater level of financial responsibility.

## 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%

- Coordinates fiscal management activities for County division or department; coordinates all fiscal activities of division including accounting, payroll, budgeting, disbursement of funds, purchasing, and equipment inventory; assists in developing goals and objectives; prepares annual operating and program budgets; projects budgets for subsequent fiscal years; monitors budgetary activity; reviews monthly financial reports; monitors fiscal status of various fund accounts to prevent deficit balances.

30% +/- 10%

- Supervises employees involved in division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.

10% +/- 5%

- Coordinates financial report preparations and explanations with state departments and federal agencies.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, or a related field with three (3) years of accounting, fiscal, or budget experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

- No special license or certification is required.

## **Business Administrator 3**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.



## **Business Administrator 3**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11034	Business Administrator 4	All Departments	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The positions in the Business Administrator series 1-4 were replaced with two positions: the Business Administrator and Supervisor, Business Administrator to increase efficiency reduce redundancy. All employees have been moved to new positions and this position is now vacant.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	None
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 4	<b>Class Number:</b>	11034
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for a County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million. and less than \$100 million.

## Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating fiscal management activities for a County division or department. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. 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. This class has a higher level of financial responsibility than the class below and has broader managerial responsibilities.

## 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%
- Coordinates fiscal management activities for County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million and less than \$100 million; coordinates budget planning, payroll, purchasing, and inventory control; monitors receipt and disbursement of funds; projects budgets for subsequent fiscal years; assists with purchasing requirements and vendor selections; monitors cash flow management; develops and implements fiscal policy.
- 30% +/- 10%
- Supervises employees involved in department/division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 5%
- Coordinates financial report preparation and interface with various state departments, federal offices, banks, and/or other county agencies; cooperates with state and federal auditors allowing access to necessary information.
- 10% +/- 5%
- Coordinates and conducts management studies; reviews and assists in determining data processing needs.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.

## **Business Administrator 4**

### **Additional Requirements for all levels**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with the County Executive, Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

## **Business Administrator 4**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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