



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: July 27, 2023

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the August 2, 2023, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Fingerprint Identification Technician 12081	5A Non-Exempt	Sheriff's

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Board of Control Coordinator 10101	13A Exempt	13A Exempt (No Change)	Purchasing
Director, Nursing 17033	15A Exempt	15A Exempt (No Change)	Health and Human Services
Early Childhood Mental Health System Coordinator 13221	8A Exempt	11A Exempt	Health and Human Services – Office of Early Childhood/Invest in Children
Employment Testing Associate 10132	4A Non-Exempt	4A Non-Exempt (No Change)	Personnel Review Commission

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Administrator, Labor Relations 14203	18A Exempt	Human Resources
Vehicle Electronics Technician 15071	5A Non-Exempt	Public Works

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12081	<b>Fingerprint Identification Technician</b>	<b>Sheriff's Department</b>	<b>Non-Exempt</b>	<b>5A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Sheriff's 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>	Sheriff's Department
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<b>Fiscal Impact:</b>	PG 5A \$44,304.00 - \$62,025.60 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>
Kevin O'Donnel, Associate Warden	5/26/2023	Email	Review of Final Draft
Ronda Gibson, Administrator, Corrections	5/26/2023	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	6/2/2023	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fingerprint Identification Technician	<b>Class Number:</b>	12081
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Sheriff's Department		

## Classification Function

The purpose of this classification is to serve as the team lead of the Automated Fingerprint Identification System (AFIS) for the Cuyahoga County Sheriff's Department - Corrections Division.

## Distinguishing Characteristics

This is an entry-level classification responsible for the collection, classification, comparison, and storage of arrestee fingerprints, testifying to the results of fingerprint analyses in court as needed, and monitoring DNA sample taking as required by the Ohio Revised Code. Employees are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards. Employees work under supervision from a Lieutenant or designee and are responsible for completing work in a timely and efficient manner within established guidelines.

## 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%
  - Performs fingerprint identification tasks requiring the use of AFIS, and state and national databases; collects and stores arrestee fingerprints; ensures new fingerprint scans are completed, performed correctly, and are matched to the right records; compares the log of new inmates to the log of new fingerprints to confirm that all new inmates were fingerprinted; sends fingerprint cards to the Scientific Identification Unit (SIU); reviews fingerprints of inmates who were assigned a new Sheriff's Office ID number to ensure that they do not already have a previous Sheriff's Office ID number.
- 15% +/- 5%
  - Operates the WebCheck program to perform civilian and employee background checks; fills in various fields for background checks such as demographics, reason codes, and type of background check; reviews results; performs background checks and fingerprint scanning for County hiring events.
- 10% +/- 5%
  - Responds to inquiries from Law Enforcement and Criminal Justice Partners pertaining to fingerprint and arrest records; testifies regarding evidence related to fingerprint comparisons in a court of law; processes sealings and expungements of arrest records; removes fingerprints from database when expunged; processes and deactivates arrest jackets of deceased defendants; prepares internal and external reports for the Cleveland Department of Justice.
- 15% +/- 5%
  - Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; creates, maintains, reviews, and ensures the accuracy of Sheriff Department records; collects data for annual reports; participates on project committees; responds to public records requests.

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

## Fingerprint Analyst

- High School Diploma or equivalent and two (2) years of experience in the law enforcement field; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No additional licenses required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), and data entry software (AFIS Workstation and Livescan).
- Ability to use a variety of laboratory tools and equipment including an AFIS Workstation and Livescan machine.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including decedent reports, court dockets, background checks, and arrest records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Law, Law Enforcement Automated Data System (LEADS) and Ohio Law Enforcement Gateway (OHLEG) rules, Minimum Jail Standards for Jails in Ohio, Cuyahoga County Sheriff's Department (CCSD) policies, procedures, and directives.
- Ability to prepare fingerprint submissions, Sheriff Number Change reports, fingerprint comparison reports, LEADS reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

## Fingerprint Analyst

- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, court staff, corrections staff, the general public, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Department of Purchasing
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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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>
Paul Porter, Director, Department of Purchasing	7/6/2023 7/6/2023	Email Email	Draft Review Follow up Regarding Min Quals
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Board of Control Coordinator	<b>Class Number:</b>	10101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Department of Purchasing		

## Classification Function

The purpose of the classification is to coordinate the Board of Control meetings by drafting and disseminating Board of Control agendas, attending and recording Board of Control meetings, and supervising assigned staff.

## Distinguishing Characteristics

This is a journey level classification that is responsible for coordinating the development of the Board of Control (BOC) agendas and recording the Board of Control and Executive Staff Meetings. The employee works under general supervision of the Director, Department of Purchasing and works within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff.

## 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%

- Establishes agenda for the Board of Control meetings; compiles, reviews, and processes all agenda items submitted in the agenda management system for the BOC; provides technical and processing assistance for items to be placed on an agenda; researches relevant history of items to formulate captions for the draft agenda; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor information and ensure compliance with policies, procedures, and ordinances; prepares summaries of agenda items ('captions') for BOC draft agendas so all pertinent information is available when making decisions; sends draft agendas to appropriate parties via email; creates captions for walk-on request items for the draft agenda; prepares draft summary (caption) of Executive's Sponsored Item for placement on County Council agenda; makes updates to draft agendas as discussed during the Executive Review Meeting; distributes final BOC agendas and County Executive Sponsored Items to appropriate parties via email.

15% +/- 5%

- Coordinates the Executive Review Meetings; schedules Executive Review Meetings; notates who presents agenda items; record notes of necessary changes to be made to the agenda; establishes the agenda for the BOC meeting by finalizing all items and summaries approved by the County Executive.

15% +/- 5%

- Coordinates the Board of Control Meetings; schedules BOC meetings; prepares outline for reading of items into the record at the BOC meeting; records minutes of BOC meeting including who presented information, who made motions, and who voted for and against items; transcribes meeting minutes; posts Board of Control agendas and meeting minutes to the County's website; ensures that signatures are collected as required on approved items; notarizes various documents approved at the Board of Control meetings; maintains records, databases, and official documents for public record



## Board of Control Coordinator

requests; sends approval documentation to County departments so they can proceed with the approved purchase.

10% +/- 5%

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

10% +/- 5%

- Coordinates the placing of items on the County Council's agenda; finalizes and submits proposed Council items and related attachments to the Law Department; coordinates completion of Questions and Answers document from County Council to provide requested information.

5% +/- 2%

- Reviews travel related items submitted by the Fiscal Office; verifies the itemized expenses are accurate and adheres to the guidelines; confirms the least expensive form of transportation is utilized.

5% +/- 2%

- Trains department and Department of Purchasing staff on how to navigate and submit items on the agenda management software system; trains staff of the proper procedures; answers staff questions about the system or process.

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

- Associates degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

### **Supervisory Responsibilities**

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

## Board of Control Coordinator

- 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, and calculate decimals and percentages.

## Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including public records requests, letters, memoranda, contracts, permits, grant awards, proposed purchase list, purchasing buyer's checklist, meeting minutes, agendas, Requests for Proposal, bid tabulation sheets, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Purchasing Procurement Checklists and Purchasing Procedures, Ohio Administrative Code, Ohio Revised Code, and Cuyahoga County's Contracting and Purchasing Procedures Code.
- Ability to prepare employee performance evaluations, Board of Control Agenda, Questions and Answers document, Executive's Sponsored Item summaries, meeting notices, meeting minutes, reports, spreadsheets, letters, memoranda, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, the County Executive, department directors, managers, Clerk of Council, Assistant Law Directors, other County employees, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17033	Director, Nursing	Health and Human Services	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17033	Director, Nursing	Health and Human Services	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to physical ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Vacant
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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>	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>Date of Contact:</b>	<b>Type of Contact:</b>	<b>Reason:</b>
Jim Battigaglia, Archer Consultant	6/22/2023	Email	Asked questions
Jim Battigaglia, Archer Consultant	7/6/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Director, Nursing	<b>Class Number:</b>	17033
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to administer and coordinate nursing services in the Home Care Skilled Services Unit and to supervise lower-level nursing and support staff.

## Distinguishing Characteristics

This is a senior management level classification, responsible for defining scope of work, identifying problem areas for service delivery, and developing concepts and approaches for problem solving. The employee in this class plans staffing and schedules, analyzes workflow, and facilitates staff performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

## 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.**

- 65% +/- 10%

• Administers and coordinates nursing services in the Home Care Skilled Services Unit; determines and recommends staffing needs; coordinates client services; collaborates and oversees staff scheduling; coordinates nursing activities; develops and maintains policies and procedures; verifies personnel are properly licensed; establishes method of recording nursing care provided; monitors and maintains compliance with various third party payers, such as Medicaid and Medicare; investigates and resolves client complaints and concerns; serves as a member of the management team; provides leadership of vision and direction of unit.
- 20% +/- 10%

• Supervises and directs work of Senior Supervisor, Nursing, Supervisor, Nursing, and support staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops 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.
- 10% +/- 5%

• Performs various administrative functions; serves on committees; attends various meetings, conferences, workshops, and seminars; prepares various reports including Ryan White reports and other reports for administrators; participates in budget preparation; develops and executes presentations for community and internally.

5% +/- 2%

- Administers nursing services as necessary; makes patient visits to observe and evaluate physical and emotional status; reviews and updates patients' plan of care; reviews medication policies and records.

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

- Must be licensed as registered nurse by the Ohio Board of Nursing with six (6) years of nursing experience including two (2) years in a supervisory capacity.

### **Additional Requirements**

- Biennial renewal of license required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer, pulse oximeter, Hoyer lift, transfer board, and other diagnostic instruments and equipment.
- Ability to stand, walk, bend, twist, and push and pull up to 200lbs and lift up to 50lbs (with assistance).

#### **Technology Requirements**

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

#### **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.

Director, Nursing

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

- Ability to perform 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 program contracts, billing invoices, time sheets, travel reports, attendance records, performance evaluations, progress reports, department memorandum, policies and procedures, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, collective bargaining agreements, Center for Medicare and Medicaid, grants, Ohio Department of Health regulations and personnel policy manuals.
- Ability to prepare performance evaluations, progress reports, semi-annual and annual reports, policies, procedures, emergency management plans, newsletter articles, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, home health aides, community partners, clients, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13221	Early Childhood Mental Health System Coordinator	Health and Human Services – Office of Early Childhood/Invest in Children	Exempt	8A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13221	Early Childhood Mental Health System Coordinator	Health and Human Services – Office of Early Childhood/Invest in Children	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to the distinguishing characteristics, essential job functions, minimum qualifications, language, and formatting. A technology section was added. The pay grade has increased from PG 8A to 11A. No change in FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Health and Human Services – Office of Early Childhood/Invest in Children
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<b>Fiscal Impact:</b>	PG 8A: \$53,580.80 - \$75,025.60 PG 11A: \$62,878.40 - \$88,025.60 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>
Alyssa Swiatek, Administrator, Social Program 2	5/19/2023	Email	Sent spec draft
Alyssa Swiatek, Administrator, Social Program 2	6/5/2023	Email	Answer questions
Alyssa Swiatek, Administrator, Social Program 2	6/14/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	6/16/2023	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	7/3/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	7/24/2023	Email	Ask questions



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Early Childhood Mental Health System Coordinator	<b>Class Number:</b>	13221
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	HHS - Office of Early Childhood/Invest in Children		

### Classification Function

The purpose of this classification is to manage the Early Childhood Mental Health (ECMH) Referral System by triaging calls at a clinical level and providing direction, support, and referral information to callers.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for triaging calls at a clinical level for the Early Childhood Mental Health population (children 0-6 years) to help navigate them within the ECMH continuum of care or provide appropriate referral information and support linking to an outside system. Employees in this classification work under general supervision of a manager but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, and regulations.

### Essential Job Functions

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

35% +/- 10%

- Manages the ECMH Referral System; triages calls to assess and determine appropriate level of care within the ECMH continuum of services and providers; triages calls and provides appropriate referrals to services outside of the ECMH continuum of care; provides support and guidance to families referred to an outside system to ensure efficient and smooth transition; utilizes the wraparound process to develop a tailored plan to meet client and family needs; provides follow-up and feedback to referents regarding treatment destination; contributes to developing new policies and procedures for the ECMH referral system.

25% +/- 5%

- Provides direct ECMH consultations to families; collaborates with agency staff, family, substitute caregivers, childcare providers, school staff, and other service providers; consults with staff, providers, and caregivers for case conceptualization and to identify treatment needs and resources for young children; collaborates with other staff and providers to ensure appropriate services are secured; serves on various committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children that have involvement with the Department of Children and Family Services (DCFS).

10% +/- 5%

- Researches, analyzes, and evaluates information collected through the ECMH referral system; ensures project information is up to date in the database; makes recommendations to the ECMH system stakeholders, partners, and providers regarding impact and feasibility of proposed changes to the ECMH system and referral process; maintains knowledge of available community resources and services, best practices, and emerging ECMH research to ensure referrals are triaged appropriately.

## Early Childhood Mental Health System Coordinator

10% +/- 5%

- Serves as a liaison to internal and external agencies to ensure that all parties are equipped with information for resources and care; maintains partnerships within the ECMH spectrum and serves as representative at required community meetings; participates in community outreach events to increase awareness of ECMH referral system.

5% +/- 2%

- Coordinates and maintains information regarding available openings and waiting lists within the ECMH provider network; prepares reports for stakeholders, partners, and providers regarding current system wait lists and impact on ECMH service delivery.

5% +/- 2%

- Prepares and delivers trainings for staff, caregivers, and other providers on various subjects regarding early childhood mental health and Cuyahoga County's ECMH delivery system; develops appropriate ECMH referral program resources and outreach materials.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, and other relevant information; completes monthly expense reports.

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

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in early childhood mental health intervention, child clinical counseling, or related field; or any equivalent combination of education, training, and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire date.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

## Early Childhood Mental Health System Coordinator

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-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 ECMH Capacity summaries, Supportive Services Biweekly Capacity reports, Flash reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations, National Association of Social Workers Code of Ethics.
- Ability to prepare ECMH capacity reports, procedures, tracking logs, and intake spreadsheets, statistical reports, graphs, basic spreadsheets, lists, weekly reports, annual reviews, referrals, expense reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling, basic medical, and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, 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
10132	Employment Testing Associate	Personnel Review Commission	Non-Exempt	4A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10132	Employment Testing Associate	Personnel Review Commission	Non-Exempt	4A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	PRC
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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>
Rebecca Kopcienski, Director, PRC	6/15/2023	Email	Sent class spec draft
Rebecca Kopcienski, Director, PRC	7/6/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	7/10/2023	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employment Testing Associate	<b>Class Number:</b>	10132
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	Personnel Review Commission		

## Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

## Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision of the PRC Director and within a well-defined framework of policies, procedures, and regulations.

## Essential Job Functions

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

30% +/- 10%

- Assists the Personnel Review Commission's employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit's email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process; reviews records, enters data, compares data sources to ensure accuracy and completion, makes copies, and scans documents; assists in record retention and deconstruction activities as per the PRC's Record Retention Schedule.

30% +/- 10%

- Performs test proctoring responsibilities; prints and collates hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests; acts as test proctor at PRC/HR Hiring Events.

25% +/- 10%

- Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants' education and experience qualifications; evaluates applicants' eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status; posts eligibility lists to the PRC website; enters data to be presented at monthly PRC meetings.

## Employment Testing Associate

5% +/- 2%

- Assists in the creation and maintenance of Compliance Audit reports (Appointment Reports and Temporary Work Level (TWL) reports); researches, compares, and enters data to complete various compliance audit reports, creates spreadsheets to display and track the data; assists with collating, organizing, entering, and conducting basic statistical analysis of various data for compliance audits and reports.

10% +/- 5%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; prints and mails appeal letters; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.); greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies; assists management with special projects; performs duties of PRC Senior Administrative Assistant as needed including assisting in PRC monthly meeting preparation and procedures, processing appeals, and other duties.

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

- High School Diploma and two (2) years of administrative support experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

## Employment Testing Associate

- 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 billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, Appointment Reports, TWL reports, candidate resumes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare eligibility lists, exam announcements, exam details for test takers, job screening spreadsheets, logs, memos, reports, spreadsheets, work orders, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, other County employees, and the general public.

### **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>
<b>14203</b>	<b>Administrator, Labor Relations</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>18A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The classification is vacant, and the department has no intentions to utilize this classification in the future.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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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>	Sarah Nemastil, Director of Human Resources
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Labor Relations	<b>Class Number:</b>	14203
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to administer labor and employee relations matters for the County Executive's departments.

**Distinguishing Characteristics**

This is a managerial-level classification with responsibility for administering labor and employee relations matters and overseeing collective bargaining activity. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that 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%
- Administers labor and employee relations matters; oversees collective bargaining activity; serves as consultant and liaison to publicly elected officials on labor relations matters; oversees all employee relations activity which involves the departments under the County Executive and bargaining and non-bargaining employees including discipline administration, special investigations, employee complaints, medical examinations, training, and unemployment compensation.
  
- 30% +/- 10%
- Supervises employee relations specialists and other staff; assigns work and reviews completed work assignments; provides job training and instruction; responds to employee problems and issues; evaluates employee performance; reviews and approves employee leave requests.
  
- 15% +/- 10%
- Oversees County's drug testing program; establishes and maintains drug testing policies and procedures; manages agreements between County and toxicology labs and medical review officer; schedules tests and maintains records.
  
- 15% +/- 10%
- Oversees legal matters involving employees and/or departments under the County Executive; serves as liaison between the County Executive's departments and the Prosecutor's Office; assists in representing the County in all matters before administrative bodies including the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Personnel Board of Review, State Employee Relations Board, and Ohio Bureau of Employment Service; assists in representing legal matters filed in Municipal, County, and Federal Courts; performs legal research on employee and/or labor relations matters on behalf of the County Executive).

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

Juris Doctorate with six (6) years of labor relations experience. Must be licensed to practice law in the State of Ohio.

**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 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 statutes, civil complaints, court decisions, timesheets, personnel records, other legal documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, law books, and labor contracts.
- Ability to prepare briefs, appeals, motions, performance appraisals, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, 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 labor law and personnel terminology and language.

- Ability to communicate effectively with directors, managers, supervisors, elected officials, other County employees, attorneys, consultants, union representatives, and the media.

**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>
15071	Vehicle Electronics Technician	Public Works	Non-Exempt	5A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The employees in this classification were misclassified and reassigned by Human Resources. This has resulted in this classification being vacant. The department has no plans to utilize this classification in the future.
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<b>No. of Employees Affected:</b>	None
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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>	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>	N\A
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Vehicle Electronics Technician	<b>Class Number:</b>	15071
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to assist the Public Works Maintenance unit with repairs, installations and maintenance of products, systems and components.

## Distinguishing Characteristics

This is an entry level technical classification that is responsible for vehicle electronics repair and maintenance in the Maintenance Section of the Public Works Office. Employees in this classification have specialized knowledge and experience related to vehicle electronics. This class requires exercise of judgment in repairs and maintenance procedures. This class is distinguished from the Assistant Maintenance Superintendent that supervises the work of this class and requires a higher level of education and general experience.

## 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.**

- Assists Vehicle Maintenance by repairing special electronic equipment; diagnose and remedy standard vehicle lighting, aftermarket lighting, and other vehicle lighting. 35% +/- 10%
- Tests and measures circuit voltage, current and resistance; interprets readings to determine circuit problems; reads and interprets schematic diagrams requiring an understanding of solid-state electronic circuit operation such as diodes, transistors, transistor drivers and integrated circuits; troubleshoots individual live electrical circuit problems, properly operating vehicle electrical circuits such as lighting circuits, cranking circuits, charging circuits and other circuits such as DC Motor, solenoid and relay circuits. 30% +/- 10%
- Performs work that includes application of engineer's circuit diagrams, topographic amps and the correct application of test equipment; tests and makes minor adjustments to generators. 20% +/- 10%
- Troubleshoots battery problems, cranking problems and charging system problems; orders parts and equipment for repairs; assists supervisor to coordinate work of mechanics; may provide special training; processes inventory reports and verifies their contents. 15% +/- 10%

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

- High school diploma or GED supplemented with technical training in electronics or a related field with two (2) years of vehicle electronics experience; or any combination of education, training, and experience.

## Vehicle Electronic Technician

### **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 computers and peripheral office equipment.
- Ability to operate trucks, TV trucks, Vac trucks, cars, generators, mechanic tools, diagnostic tools, diagnostic instruments, and other mechanical tools and equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

#### **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 schematics, repair orders, billing invoices, vendor quotes, transfer tickets, and other related documents.
- Ability to comprehend a variety of reference books and manuals including technical manuals, equipment manuals, circuit diagrams, safety practices, reference, and computer manuals.
- Ability to prepare repair orders, inventory report, digital scans, quote sheets, reports, schedules, diagnostics, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic vehicle and electronics related terminology and language
- Ability to communicate with supervisor, co-workers, vendors, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in a workshop and in an office.

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