



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: July 1, 2026

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the July 1, 2026, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Co-Director, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Fiscal Management Analyst 11251	12A Exempt	Public Works

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
9-1-1 Coordinator 12121	8A Non-Exempt	8A Non-Exempt (No Change)	Public Safety and Justice Services
Employee Services Specialist 14001	4A Non-Exempt	4A Non-Exempt (No Change)	Human Resources
Supervisor, Geriatric Behavioral Nurse 17051	11A Exempt (No Change)	11A Exempt (No Change)	Senior and Adult Services

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12121	9-1-1 Coordinator	Criminology and Public Safety	Non-Exempt	8A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12121	911 Coordinator	Public Safety and Justice Services	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Title changed from 9-1-1 Coordinator to 911 Coordinator. Changes were made to the essential functions, language, and -formatting. No change to FLSA status or pay grade.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lisa Raffurty Manager, CECOMS	4/21/2026	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	4/29/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	911 Coordinator	Class Number:	12121
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist Public Safety Answering Point (PSAP) call centers with 9-1-1 services including database management.

Distinguishing Characteristics

This is a journey-level technical classification with responsibility for assembling, delivering, tracking, and filing information related to 9-1-1 services. This classification works under general supervision of the Manager, CECOMS, and works within a framework of defined procedures and regulations. The incumbent exercises discretion in applying established policies and procedures 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.

30% +/- 10%

- Conducts yearly PSAP visits; collects and reports Revenue and Expenditures forms to the State 9-1-1 Program Office each; ensures all PSAPs are compliant with State Rules; monitors PSAP call answering performance; develops and maintains monthly call matrix reports for all county PSAPs; reports results of monthly and yearly compliance monitoring to the 9-1-1 Program Review Committee

25% +/- 10%

- Plans and facilitates quarterly 9-1-1 Program Review Committee meetings; maintains and updates the County 9-1-1 plan in accordance with the ORC; researches industry standards and local national trends; recommends purchases or upgrades; attends state 9-1-1 meetings; attends various committee meetings and provides agendas, minutes, and conveys the information discussed to appropriate people.

20% +/- 10%

- Works with addressing authorities and county GIS to provide accuracy to the 9-1-1 database and update data that is consistent with state standards; Maintains Master Street Address Guide (MSAG), Ensures Automatic Number Identifier (ANI), and Automatic Location Identifier (ALI) discrepancies are corrected and incorporated into the MSAG.

20% +/- 10%

- Assists the Public Safety Answering Points with 9-1-1 services; assists with special projects at the PSAP and CECOMS center; responds to questions and requests from PSAPs; assists PSAPs with quality assurance and quality improvement; responds to requests for information, answers questions, and concerns from the general public; responds to inquiries and requests from telephone companies; plans and conducts quarterly PSAP meetings; develops and disseminates 9-1-1 information (large projects i.e. NG911, RFP, etc.) quarterly updates to PSAP Managers, Police & Fire Chiefs; assists with the administration of the countywide 9-1-1 system.

5% +/- 2%

- Manages and maintains County Emergency Medical Dispatch (EMD) program; assists with the implementation of the regional EMD program; develops, organizes, and attends various education programs; prepares and conducts EMD and Public Safety Telecommunication (PST) certification classes; manages and maintains County training programs for 9-1-1.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with three (3) years of experience in public safety, Emergency Medical Dispatch (EMD), or related experience; **or any equivalent combination of education, training, and experience as defined below.**

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

Related work experience: administrative experience

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), Computer-aided Dispatch (CAD) Software, Enhanced 911 (E911) software, database software (Vesta), and the Master Street Address Guide (MSAG).

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 monthly call counts from vendors, MSAG/ANI/ALI discrepancy reports, cell tower/sector changes, Emergency Call Worker RFC and weekly status reports, regular notification of certification, County 9-1-1 Plan, call analytics, vesta reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals the Employee Handbook, white papers, professional standards, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare Monthly Call Matrix Report, PSAP Manager Contact list, County 9-1-1 Plan, 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 communications terminology and language.
- Ability to communicate effectively with CECOMS supervisor, CECOMS staff, PSAP managers, PSAP Chiefs, telephone companies, vendors, 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
14001	Employee Services Specialist	Human Resources	Non-Exempt	4A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
14001	Employee Services Specialist	Human Resources	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2021. Changes were made to the essential functions, distinguishing characteristics, language, and formatting. A minimum qualifications equivalency table was added. No change to FLSA status or pay grade.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Patrick Smock Director, HR Employee Services	4/21/2026	Email	Sent drafted specification Reminder
Jim Battigaglia, Archer Consultant	5/6/2026	Email	
	5/15/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Services Specialist	Class Number:	14001
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Human Resources		

Classification Function

The purpose of this classification is data processing and reviewing,, troubleshooting, and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This classification is responsible for supporting Human Resources operations by ensuring the accuracy of data and reporting within the County's ERP system of record. Positions in this class receive general supervision and are expected to demonstrate the ability to work independently to perform the duties associated with this class. The employee works within a framework of established regulations, policies, and procedures and is expected to exercise judgment in performing work.

Essential Job Functions

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

70% +/- 10%

- Processes, enters, and maintains employee data following review and verification of documentation for the County's Enterprise Resource Planning (ERP) system to ensure accuracy and compliance with County policies and procedures; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions are processed accurately and in compliance with established policies, guidelines, and procedures; revises incomplete or incorrect information; identifies and resolves discrepancies in coordination with departments and stakeholders; Identifies opportunities to improve work flows, documentation, processes, and procedures; develops and maintains workflow documentation, user guides, process maps, and reference tools to standardize procedures, support training, and improve HR operations, uses established records retention guidelines to purge files to eliminate duplication of data.

10% +/- 5%

- Analyzes and resolves data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator; administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles, system access and rights within the ERP system; monitors audit and security logs; works and collaborates with stakeholders to develop data management strategies; identifies automation, process improvement ideas and standardization opportunities; assists in writing and maintaining policies and procedures.

10% +/- 5%

- Tests system changes and upgrades by inputting new data and reviewing outputs to validate system functionality ; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

5% +/- 2%

- Creates, modifies, and maintains reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.

5% +/- 2%

- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; provides guidance, training, and support to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of human resource administrative or data entry experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED/unrelated degree	1 year
Any related degree	No experience required

Related degree fields: human resources, business administration, information systems

Related work experience: human resources, administrative operations, use of enterprise HR system, workflows

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 and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and enterprise resource planning software (INFOR, SAP, GHR).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, project plans, employee action request forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and record retention guidelines.
- Ability to prepare training materials, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, workflow documentation, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, 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.

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
11251	Fiscal Management Analyst	Public Works	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Human Resources for an employee who was deemed misclassified based on a job audit. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 10 \$70,012.80 - \$98,030.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
John Kennick – Manager, Compensation; Kelli Neale, HR	3/3/2026	Email	Class Spec Draft for Review
	5/4/2026	Email	Response to Edits
	6/3/2026	Email	Inform about Pay Grade Evaluation
	6/24/2026	Email	Inform about Pay Grade Evaluation

Jim Battigaglia, Archer Consultant	5/11/2026 6/17/2026	Email TEAMS Call	Pay Grade Evaluation Discussion Regarding Pay Grade
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Management Analyst	Class Number:	11251
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

Classification Function

The purpose of this classification is to assist with the planning, directing, and coordinating of fiscal and budget activities for an assigned department.

Distinguishing Characteristics

This is an advanced journey level classification that is responsible for planning, coordinating, and directing activities and operations of one or more assigned accounting or fiscal programs (e.g., sanitary sewer assessment) under direction of a higher-level manager, which requires the development and maintenance of complex dashboards, databases, queries, reports, and/or computerized reporting applications. This class works under general direction of a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for the assigned department(s). The employee is expected to consult and collaborate with superiors 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 in ensuring 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%

- Under direction of a manager, plans, directs, and coordinates activities and operations for one or more assigned accounting or fiscal programs (e.g., sanitary sewer assessment); prepares and maintains complex records and reports related to fiscal activities and operations and ensures compliance with department guidelines and County, state, and federal regulations; develops and utilizes dashboards, databases, queries, reports, and/or computer applications required to perform assigned studies, projects, and reports; reviews, processes, and monitors expense adjustments, revenue adjustments, appropriation adjustments, budget transfers, and requisitions; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches financial discrepancies and works to resolve; manages and ensures compliance for grants; assists with development and implementation of performance criteria for assigned area and evaluates area's performance in meeting goals and objectives.

30% +/- 10%

- Assists a higher-level manager with budget preparation and administration and related financial reporting; provides expertise and recommendations to management on budget development, financial strategy, and financial analysis activities; formulates procedures, policies, and guidelines for assigned financial programs; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs; develops budget presentations; prepares and maintains financial records and reports and

Fiscal Management Analyst

ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and County, State, and Federal regulations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

10% +/- 5%

- Serves as lead worker; may coordinate and oversee small projects; reviews and approves work submitted by other team members; provides quality control of content produced by lower-level employees; identifies and recommends targeted training needs of lower-level employees.

10% +/- 5%

- Coordinates with other departments, agencies, and employees; provides assistance and technical advice to budget and fiscal personnel, municipalities, upper-level management, and taxpayers; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; coordinates with other County agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; creates data and reports for internal and external audits.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business administration, finance, or related field with five (5) years of accounting, finance, or budget 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	9 years
Unrelated associate degree	9 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: business administration (all majors), finance, economics, public/nonprofit administration, statistics.

Related work experience: accounting, fiscal, or budget administration; grant, payroll, or purchasing management; financial auditing; financial reporting; regulatory compliance;.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Sanitary Assessment Database, Grant Database, Microsoft Access).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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 sanitary assessment data, assessment reports, financial reports, cost reports, productivity reports, permits database, billing invoices, grant specifications, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, grant guidelines and requirements, and relevant sections of the Ohio Revised Code.
- Ability to prepare financial statements, statistical reports, summary reports, budgets, budget projections, allocations, and reconciliations, assessment certification, rate file, 10-year rate file, grant reports, productivity reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, fiscal, tax assessment, and related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, management, vendors, other County employees and departments, municipalities, State Auditor's employees, and the general public.

Fiscal Management Analyst

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
17051	Supervisor, Geriatric Behavioral Nurse	Senior and Adult Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
17051	Supervisor, Geriatric Behavioral Nurse	Senior and Adult Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes were made to the essential functions, language, and formatting. No change to FLSA status or pay grade.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Senior and Adult Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sylvia Pla-Raith, Administrator, Social Program 5	3/17/2026	Email	Sent drafted specification
	4/2/2026	Email	Reminder
Jim Battigaglia, Archer Consultant	4/30/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Geriatric Behavioral Health Nurse	Class Number:	17051
FLSA:	Exempt	Pay Grade:	11A
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning, and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for assessing clients' medical status, mental health, and cognitive functioning, and supervising assigned staff. This class works under general direction of a Deputy Administrator, Community Programs. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations. This position requires visiting and interacting with clients in their homes.

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%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; provides nursing assessments for new (same day) clients and existing Division and Senior and Adult service including Adult Protective Services (APS) clients; checks vitals and monitors heart rate; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability and mental health with various assessments (e.g., Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine client's capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 5%

- Conducts home visits; examines the home for environmental hazards; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

10% +/- 5%

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

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills; attends and testifies in court hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Biennial renewal of registered nursing 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 computers and multifunction printers.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to bend and twist, and the ability to lift, push, and pull up to 25 lbs.

Technology Requirements

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

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.

Supervisor, Geriatric Behavioral Health Nurse

- 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 client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Employee Handbook, Centers for Medicare and Medicaid Services, APS state mandate, policies, and procedures, HIPAA, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, correspondence, lab reports, medical notes, staff evaluations, cognitive assessments, mileage reimbursement 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, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, mental health, and related legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, bright/dim lights, noise extremes, animals, and temperature extremes.

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.