



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

To: PRC Commissioners

From: Albert Bouchahine, Co-Director

Date: May 28, 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 June 3, 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
Building Inspector 18161	10A Non-Exempt	Fiscal

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Superintendent, Sewer Maintenance 18003	16A Exempt	17A Exempt	Public Works

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Senior Account Clerk 11002	4A Non-Exempt	All Departments

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18161	Building Inspector	Fiscal	Non-Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Fiscal Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal
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Fiscal Impact:	PG 10A: \$63,481.60 - \$88,816.00 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):	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>
Dawn Ford, Appraisal Permit Coordinator	2/18/2026	Email	Sent drafted specification
	3/11/2026	Email	Ask questions
	3/16/2026	Email	Ask questions
	3/17/2026	Phone call	Clarify min quals
	4/3/2026	Email	Status update
	4/27/2026	Email	Informed about pay grade
	5/26/2026	Teams	

			Meeting about pay grade
Jim Battigaglia, Archer Consultant	3/18/2026 5/26/2026	Email Teams	Pay grade evaluation Meeting about pay grade

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Inspector	Class Number:	18161
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Fiscal		

Classification Function

The purpose of this classification is to perform technical inspection work for residential and commercial buildings to determine compliance with codes adopted by the Ohio Board of Building Standards, local ordinances, and approved construction documents.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting and documenting findings of both residential and commercial buildings within a framework of defined policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision from a manager level position. Incumbents are expected to exercise judgment and ensure that all activities are performed in a timely manner and according to 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.

55% +/- 10%

- Conducts on-site inspections of new and existing residential and commercial structures; determines compliance with approved construction documents and codes adopted by the Ohio Board of Building Standards; may issue failed inspection notices; follows up on failed inspections and schedules re-inspections; reviews permit applications for upcoming inspections; represents the County explaining applicable code requirements and inspection findings to contractors, property owners, and members of the public; receives and investigates complaints related to building code compliance in accordance with applicable regulations and procedures.

35% +/- 10%

- Documents inspection findings and maintains accurate and complete records in accordance with established permitting and inspection systems and procedures; identifies and documents code violations and issues correction notices, approvals, or stop-work orders in accordance with applicable codes and established procedures; updates inspection records in permitting system.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and maintains inspection reports and related correspondence to document compliance and support enforcement actions; prepares annual compliance summary reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must have three (3) years of experience as a Level 3 Ohio Board of Building Standards building inspector, with a specialization in Building Inspector and at least one additional Level 3 specialization.

Effective Date: TBD
Last Modified: TBD

Building Inspector

The Level 3 Ohio Building Standards requirement is generally (3) three years building department experience in a jurisdiction that enforces a model code.

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

Additional Requirements

- No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and a multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 25 pounds.

Technology Requirements

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

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to evaluate data and information referencing the evaluation to criteria standards and/or requirements associated with a particular analysis in order to define consequences.
- Ability to comprehend a variety of informational documents including permit applications, construction plans, blueprints, prior inspection records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, codes adopted by the Ohio Board of Building Standards, departmental policies and procedures, and applicable state and local requirements related to recordkeeping, documentation, and public records.
- Ability to prepare inspection reports, correction notices, violation letters, compliance reports, and any other job-related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Building Inspector

- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications, and related legal terminology and language.
- Ability to represent the County and department when interacting with contractors, developers and public; communicates with managers, supervisors, co-workers, contractors, legal staff, engineers, safety officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, smoke, dust, machinery, wetness/humidity, electrical currents, noise extremes, and vibrations.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18003	Superintendent, Sewer Maintenance	Public Works	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18003	Superintendent, Sewer Maintenance	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2022. Changes made to essential functions, physical requirements, and language and formatting. A technology section was added. No change to FLSA status. The pay grade has increased from PG 16A to PG 17A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 16A: \$88,088.00 - \$123,344.00 PG 17A: \$94,681.60 - \$132,516.80 Incumbent fits within the range of the new pay grade
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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>
Dave Ray, County Engineer	3/9/2026 5/6/2026 5/18/2026	Email Email Email	Sent draft Ask questions Informed about pay grade
Jim Battaglia, Archer Consultant	3/25/2026	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Superintendent, Sewer Maintenance	Class Number:	18003
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works and serve as the Operator of Record for all full-service communities contracted with the County.

Distinguishing Characteristics

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

Essential Job Functions

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

- 35% +/- 10%
- Manages, directs, and plans the daily operations of the Sewer Maintenance division, including preventive and corrective maintenance, rehabilitation, projects, and inspections; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems we maintain by agreement and those maintained in the township, plans, and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; oversees labor costs and overtime hours for cost effectiveness; participates in matters of safety and security; ensures regulatory compliance and safety; monitors division compliance with safety programs, EPA regulations, and other environmental and operational standards; implements corrective action as needed; prepares technical and administrative reports; develops and submits regulatory reports, performance evaluations, project plans, budgets, and correspondence; maintains accurate documentation of maintenance activities, service laterals, force mains, and other storm / sanitary infrastructure.
- 20% +/- 10%
- Serves as the Operator of Record for all full service agreement communities contracted with the County; ensures all maintenance and repair activities, wastewater, and stormwater best practices are fully documented, including all applicable monitoring and sampling requirements; follows and enforces all applicable MS4 regulations, Sanitary Sewer Overflow (SSO) requirements, SCADA, and Ohio Revised Water Pollution Control Code; completes and submits all applicable SSO compliance reports and Illicit Discharge Detection and Elimination (IDDE) reports; ensures all correspondence to or from the EPA is properly administrated and shared with the designated community representative.
- 15% +/- 5%
- Supervises and directs the work of Senior Supervisor, Sewer Maintenance, Inventory staff, groundskeeping, dispatch staff, sanitary pump station staff, and other assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents

Superintendent, Sewer Maintenance

misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues for three different bargaining units; answers staff questions and provides information and conflict resolution as appropriate. Staff in this division is more than 100 and currently 130 employees.

15% +/- 5%

- Plans and coordinates sewer maintenance department initiatives; researches and evaluates new methods, equipment, and technologies to improve sewer system operations, maintenance efficiency, and environmental compliance; develops, monitors, and reviews operational budgets, labor costs, and resource allocation; approves departmental purchases, payroll, and overtime; recommends cost-effective improvements; evaluates department operations and implements identified efficiencies and improvements.

5% +/- 2%

- Reviews and responds to citizen requests and complaints; plans, coordinates, and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or a related field with six (6) years of civil engineering or related experience, including three (3) years of supervisory experience; **or any equivalent combination of training and experience as defined in the table below.**
- Must possess an Ohio Class II Wastewater Collection license at the time of hire.

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	10 years (3 years supervisory)
Related associate or unrelated bachelor's degree	8 years (3 years supervisory)
Related bachelor's or unrelated graduate degree	6 years (3 years supervisory)
Related graduate degree	4 years (3 years supervisory)

Related degree fields: civil engineering, water quality management, environmental science.

Related work experience: sewer maintenance, wastewater distribution, wastewater management, wastewater treatment, sanitation engineering, water distribution.

Additional Requirements

- Must obtain an Ohio Class I or higher Water Distribution License within six (6) months of hire or receive license reciprocity approval from EPA within twelve (12) months of hire if incumbent has a Class I or higher Water Distribution License from another state.

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, multifunction printer, and a two-way radio.

Superintendent, Sewer Maintenance

- Ability to operate a variety of sewer maintenance equipment such as jetting equipment, inspection tools, flow meters, sampling devices, and GIS mapping equipment.
- Ability to balance, climb, crawl, crouch, bend, and push, pull, and lift up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word) project management software (Microsoft Project), database software (Microsoft Access, Sewer Maintenance DB), and mapping software (ArcGIS).

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 understand and apply high school algebra, geometry, calculus, and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid-to-high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors, plans, maps, certifications, sewer maintenance logs, compliance reports, service requests, repair and maintenance reports, budget reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, the Employee Handbook, Ohio Revised Code, federal and state EPA standards, municipal maps, Uniform Standards for Sewage Improvements, County Sewer Use Code, OSHA, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos, crew assignments, budget proposals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Superintendent, Sewer Maintenance

- Ability to use and interpret maintenance, legal, and engineering terminology and language.
- Ability to communicate effectively with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to strong odors, smoke, dust, wetness, disease/bodily fluids, machinery, toxic/poisonous agents, and noise extremes.

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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11002	Senior Account Clerk	All Departments	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	The position is vacant and all employees who were in this position are now bargaining. Non bargaining classification is no longer needed.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 John Kennick, Senior Manager Compensation
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Management Contact(s):	John Kennick, Senior Manager Compensation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Account Clerk	Class Number:	11002
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All Departments		

Classification Function

The purpose of this classification is to function as a lead worker over lower-level account clerks and to prepare cash financial reports and statements and/or to maintain financial accounts and financial records.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing cash financial reports and statements for authorization and maintaining financial accounts and records. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

20% +/- 10%

- Coordinates administrative functions related to assigned department's activities; reviews received documentation for accuracy and completeness; verifies information by comparing or researching appropriate documentation, records, or data; extracts relevant information from various sources (spreadsheets, databases, etc.) to update records or create forms; enters data into the appropriate system or database; creates and updates records and documentation; ensures that records and information in databases is entered/filed according to department standards; processes applications and forms submitted by clients.

20% +/- 10%

- Coordinates fiscal functions related to assigned department's activities; maintains financial accounts and financial records; reviews, posts, codes, and/or approves payment and processing documents; reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information for processing or entering into the appropriate system or database; performs complex monthly reconciliation of bank statements utilizing various reports and software; prepares checks and cash for deposit; facilitates collection of non-sufficient funds (NSF) checks; verifies transactions, adjustments, and check registers; prepares cash financial reports and statements for authorization; tracks records of transactions in appropriate spreadsheet or database.

20% +/- 10%

- Interacts with customers to answer questions or provide information regarding assigned department's activities; responds to emails and phone calls from private or public entities.

20% +/- 10%

- Functions as lead worker over lower-level account clerks; assigns work and reviews completed work assignments; provides job training and instruction.

Senior Account Clerk

10% +/- 5%

- Assists with budget preparation and quarterly and annual cost reports; retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials.

10% +/- 5%

- Performs related clerical duties; prepares various reports, records, and other documents utilizing word processing software or database software; responds to emails and phone calls; attends various trainings and meetings; maintains office inventory and orders supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of account clerk 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

- 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, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including balance reports, audit reports, debit memos, credit memos, warrants, bank statements, check registers, disposition of funds, vouchers, bills, and other financial reports and records.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and the Employee Handbook.
- Ability to prepare daily, weekly, monthly, quarterly annual financial reports, invoices, cancel check orders, letters, correspondence, 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 accounting/bookkeeping terminology and language.
- Ability to communicate with the clients, contractors, companies, banks, payments processing personnel, data entry personnel, Auditor's Office, other County employees, supervisor, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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