

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11062	Accountant 2	All Departments	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11062	Accountant 2	All Departments	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: September 7, 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 September 7, 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.

DRIVERS LICENSE PROJECT	PAY GRADE and FLSA STATUS	DEPARTMENT
See attached	No Change	See attached

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Accountant 1 11061	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments
Accountant 2 11062	8A Exempt	8A Exempt (No Change)	All Departments
Board of Control Coordinator 10101	13A Exempt	13A Exempt (No Change)	Purchasing
Business Intelligence Analyst 16421	9B Exempt	9B Exempt (No Change)	All Departments
Case Manager 10021	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner
Medical Secretary 10011	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner
Physical Structure Security Specialist 15021	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Residential/Agricultural Appraisal Coordinator 20011	13A Exempt	13A Exempt (No Change)	Fiscal
Senior Business Intelligence Analyst 16422	13B Exempt	13B Exempt (No Change)	All Departments

Senior Supervisor, Nursing 17032	12A Exempt	13A Exempt	Human Services
Supervisor, Case Manager (Supervisor, MEO Administrative) 10022	7A Non-Exempt	7A Non-Exempt (No Change)	Medical Examiner
Supervisor, Nursing 17031	11A Exempt	12A Exempt	Human Services

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Assistant Director 10271	17A Exempt	All Departments
Supervisor, Medical Secretary 10012	7 Non-Exempt	Medical Examiner

Personnel Review Commission DEI Initiative

Class Number	Classification Title	Department	FLSA Status	Pay Grade
See attached	See attached	See attached	No Change	No Change

Rationale:	<p>The PRC is committed to supporting the County’s efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County’s non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County’s classifications currently require a driver’s license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.</p>
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No. of Classifications:	<p>119 Total 1 To be deleted 88 will keep current drivers license requirement 30 (25%) will be revised to remove drivers license requirement</p>
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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):	Albert Bouchahine, Manager of Classification and Compensation
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Classification	Department	Language	Keep or Remove	Basis
9-1-1 Coordinator	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to the 22 Dispatch Centers in the County. They must attend and/or provide training on & off site and must attend various meetings held throughout the County.
Administrator, Facilities Maintenance	Public Works	Valid Driver's License and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to all County buildings as they are responsible for all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others.
Administrator, Senior Records Management	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Advocacy Officer	Senior and Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Area Construction Engineer	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between multiple project sites.
Assistant Superintendent, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance	Keep	This position requires the incumbent employee to drive to all County buildings.
Associate Warden	Sheriff's Department	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Behavior Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to foster sites, other shelters, etc. for training courses once a week on average.
Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive so they can inspect single and multi-family residential structures around the County.
Chief Dog Warden	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive out of the office several times a week on cases.
Chief Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Chief Investigator	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Keep	This position requires the incumbent employee to drive to death scenes.
Chief Investigator - Sheriff's Department	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Chief Surveyor	Public Works	A valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive when needed to visit survey site or survey field crews.
Child Health Specialist	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive for training purposes or meetings with contracted providers/external partners.
Classification and Compensation Specialist	Personnel Review Commission	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Clinical Coordinator	Health and Human Services	Valid driver's license and proof of automobile insurance	Keep	This position requires the incumbent employee to drive for training purposes; observing/supporting staff with family sessions or team meetings; required trainings.
Communications Coordinator 2	Information Technology	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Compensation Analyst	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Construction Technician	Public Works	Valid driver's license and proof of automobile insurance is required.	Keep	This position requires the incumbent employee to drive daily from project site to project site.
Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to the homes of consumers who file complaints with the County, travel to a business location that is the subject of a complaint, travel to off site locations for task force meetings, visit remote locations to further the goals of Scam Squad and other Consumer Affairs partnerships.
Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive for outreach. They travel multiple times a week to remote locations with materials (boxes, tent, tablecloth, etc.) . He also does speaking engagements on behalf of the department and is responsible for arranging Scamo games at remote locations.
Contract Analyst	All Departments	Valid driver license, proof of automobile insurance, and access to a vehicle	Keep	This position requires the incumbent employees to drive and monitor contracted community programs.
Contract Analyst	All Departments	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.

Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre-bid/pre-proposal meetings and outreach events.
Critical Infrastructure Analyst	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Data Systems Security Coordinator	Information Technology	Valid Ohio driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Deputy Sheriff, Captain	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Early Childhood Mental Health System Coordinator	HHS - Office of Early Childhood/Invest in Children	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings and outreach events.
Early Childhood Mental Health Therapist	Children and Family Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to provide ECMH consultation and therapy to children and families, attending team meetings; school observations and court hearings.
Early Childhood Resource & Training Coordinator	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to outside meetings and outreach events.
Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Employment Test Associate	Personnel Review Commission	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Proctor	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Engineer 1	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 2	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 3	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 4	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Environmental Compliance Coordinator	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive between County buildings frequently.
Facilities Energy Coordinator	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive between County buildings.
Forensic Pathologist 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Foster/Adoptive Recruitment Specialist	Children and Family Services	Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to obtain fingerprints and provide pre-service training to prospective foster parents.
Fraud Auditor	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for a briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Homeless Management Information System Administrator	Health and Human Services	Valid driver license, proof of automobile insurance, and a vehicle	Remove	No need to drive to perform essential functions.
Human Resource Generalist	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings to support employees.

Human Resources Business Partner	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings to support employees.
IT Infrastructure Engineer 1	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 2	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 3	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 4	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
IT Infrastructure Engineer 5	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
IT Infrastructure Engineer 6	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
Manager, CECOMS	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Manager, Commercial/Industrial Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Emergency Management	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Manager, Environmental Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily from pump stations or sanitary project sites.
Manager, External Affairs	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily for garage vehicles or to help pick up vehicles.
Manager, Health and Human Services Training	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Keep	This position requires the incumbent employee to drive to and from county buildings for meetings. It also requires driving to area agencies courtrooms, colleges, universities, hospitals, etc.
Manager, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Manager, IT Infrastructure and Operations	Information Technology	Valid driver's license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Manager, Mail Room	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily between mailrooms, Post Offices and drop routes
Manager, Morgue Operations and Investigations	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Manager, Multi-Media	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to work sites where video productions are being made.
Manager, Neighborhood Center	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to each of the County's managed facilities.
Manager, Print Production	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Residential/Agricultural Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Witness/Victim Services	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings and events across Cuyahoga County and throughout the State of Ohio.
Medical Examiner Investigator 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Medical Examiner Investigator 2	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.

Multi-Media Designer				This position requires the incumbent employee to drive to offsite events, meetings, productions as well as transport production equipment.
	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	
Organizational and Employee Development and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Project Inspector	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive daily from project site to project site
Purchasing Agent	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Analyst	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Section Chief, Engineering	Public Works			
		Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc.
Senior and Adult Assessment Specialist	Senior & Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to conduct client visits.
Senior Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre-bid/pre-proposal meetings and outreach events.
Senior Development Housing Specialist	Development	Valid driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
		Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.		
Senior Emergency Management Specialist	Public Safety and Justice Services		Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Senior Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Senior Information System Administrator	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior OED and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Senior Project Manager	Public Works	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive between the office, other County facilities, project sites, project meetings, etc.
Senior Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Supervisor, CECOMS Operations	Public Safety and Justice Services			
		Valid driver's license, proof of automobile insurance, and a vehicle	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Senior Supervisor, Sewer Maintenance	Public Works	Valid Ohio driver license, proof of automobile insurance	Keep	This position requires the incumbent employee to drive daily from pump stations or sanitary project sites.
Senior Supervisor, Social Services	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at County buildings, court hearings and family homes.
Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Superintendent, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Superintendent, Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive and inspects single and multi-family residential structures around the County.
Supervisor, Custodial Worker	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Emergency Management	Public Safety and Justice Services			
		Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Supervisor, Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.

Supervisor, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily for garage vehicles or to help pick up vehicles.
Supervisor, Geriatric Behavioral Health Nurse	Senior & Adult Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive and conduct client visits.
Supervisor, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to death scenes and client homes.
Supervisor, Mail Room	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily between mailrooms, Post Offices and drop routes
Supervisor, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily from project site to project site.
Supervisor, Nursing	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive and conduct client visits.
Supervisor, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to each of the County's managed facilities
Supervisor, Pathology Assistant	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Remove	No need to drive to perform essential functions.
Supervisor, Procurement Audit	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	To be Deleted	N/A
Supervisor, Project Inspection	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Sewer Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Sign Shop	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Social Services	Health and Human Services	Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at County buildings, court hearings and family homes.
Talent Advisor	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Volunteer Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to events, pick up donations, other community outreach
Workers Compensation Coordinator	Human Resources	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workforce Analyst	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Youth Development Program Coordinator	Health and Human Services	Valid driver's license, proof of automobile insurance, and access to a vehicle.	Keep	This position requires the incumbent employee to drive and perform agency visits and attend out-side events.

Classification	Department	Language	Keep or Remove	Basis
9-1-1 Coordinator	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	The person in this position is required to travel to the 22 Dispatch Centers in the County. They must attend and/or provide training on & off site and must attend various meetings held throughout the County.
Administrator, Facilities Maintenance	Public Works	Valid Driver's License and proof of automobile insurance.	Keep	The incumbent must travel to all County buildings as they are responsible for all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others.
Area Construction Engineer	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Incumbents are responsible for oversight of multiple construction and/or maintenance teams and travels between project sites.
Assistant Superintendent, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance	Keep	Among the duties is overseeing the maintenance of and capital improvements to all Public Works Buildings. Must be able to travel between all County buildings.
Associate Warden	Sheriff's Department	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Behavior Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to foster sites, other shelters, etc. for training courses once a week on average.
Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Inspects single and multi-family residential structures around the County.
Chief Dog Warden	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Needs to be in field several times a week on cases.
Chief Investigator	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Keep	Travels to death scenes.
Chief Investigator - Sheriff's Department	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Chief Surveyor	Public Works	A valid driver's license and proof of automobile insurance.	Keep	Driving occurs when needed to visit survey site or survey field crews.
Child Health Specialist	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the employee to be able to drive for training purposes or meetings with contracted providers/external partners.
Clinical Coordinator	Health and Human Services	Valid driver's license and proof of automobile insurance	Keep	Yes, this position requires the employee to be able to drive. Typically driving is required 3-4 times per month for training purposes; observing/supporting staff with family sessions or team meetings; required trainings. The amount of driving can significantly increase when onboarding new staff due to the amount of training and observation needed when teaching the MST model.
Construction Technician	Public Works	Valid driver's license and proof of automobile insurance is required.	Keep	Driving occurs daily from project site to project site.
Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	Investigators may intermittently travel to the homes of consumers who file complaints with us, travel to a business location that is the subject of a complaint, travel to off site locations for task force meetings, visit remote locations to further the goals of Scam Squad and other Consumer Affairs partnerships.
Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	Our specialist's main function is outreach. He travels multiple times a week to remote locations with materials (boxes, tent, tablecloth, etc.) . He also does speaking engagements on behalf of the department and is responsible for arranging Scamo games at remote locations.
Contract Analyst	All Departments	Valid driver license, proof of automobile insurance, and access to a vehicle	Keep	The dept. plans on doing on-site monitoring of programs in the future.
Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre bid/pre-proposal meetings and outreach events.
Critical Infrastructure Analyst	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Deputy Sheriff, Captain	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Early Childhood Mental Health System Coordinator	HHS - Office of Early Childhood/Invest in Children	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travel to meetings and outreach events.
Early Childhood Mental Health Therapist	Children and Family Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the employee to be able to drive to provide ECMH consultation and therapy to children and families, attending team meetings; school observations and court hearings.
Early Childhood Resource & Training Coordinator	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to outside meetings and outreach events.

Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Engineer 1	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 2	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 3	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 4	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Environmental Compliance Coordinator	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to County buildings frequently.
Facilities Energy Coordinator	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must occasionally travel between County buildings.
Forensic Pathologist 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Foster/Adoptive Recruitment Specialist	Children and Family Services	Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires travel to obtain fingerprints and provide pre-service training to prospective foster parents.
Fraud Auditor	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Drives to client visits and trainings.
Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Human Resource Generalist	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	Travels between County buildings to support employees.
Human Resources Business Partner	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	Travels between County buildings to support employees.
IT Infrastructure Engineer 1	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 2	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 3	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 4	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel would cause downtime of critical systems and cost for 3rd party support.
IT Infrastructure Engineer 5	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel would cause downtime of critical systems and cost for 3rd party support.
IT Infrastructure Engineer 6	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel to various County facilities would cause downtime of critical systems and cost for 3rd party support.
Manager, CECOMS	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Manager, Commercial/Industrial Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	Verification of staff work. Attending meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Emergency Management	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Manager, Environmental Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from pump stations or sanitary project sites.
Manager, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily for garage vehicles or to help pick up vehicles.
Manager, Health and Human Services Training	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Keep	The position requires driving to and from county buildings for meetings. It also requires driving to area agencies courtrooms, colleges, universities, hospitals, etc.
Manager, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to client visits and trainings.
Manager, Mail Room	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Yes. Driving occurs daily between mailrooms, Post Offices and drop routes
Manager, Morgue Operations and Investigations	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Manager, Multi-Media	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Needs to travel to work sites where video productions are being made.
Manager, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Needs to drive to each of the County's managed facilities.

Manager, Residential/Agricultural Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	Verification of staff work. Attending meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Witness/Victim Services	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This person is required to attend meetings and events across Cuyahoga County and throughout the State of Ohio.
Medical Examiner Investigator 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	
Medical Examiner Investigator 2	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Multi-Media Designer	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Incumbent must be able to attend offsite events, meetings, productions as well as transport production equipment.
Project Inspector	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Driving occurs daily from project site to project site
Section Chief, Engineering	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc.
Senior and Adult Assessment Specialist	Senior & Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to conduct client visits.
Senior Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre bid/pre-proposal meetings and outreach events.
Senior Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Senior Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle	Keep	Drives to client visits and trainings.
Senior Project Manager	Public Works	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Keep	Travel happens between the office, other County facilities, project sites, project meetings, etc.
Senior Supervisor, CECOMS Operations	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Senior Supervisor, Sewer Maintenance	Public Works	Valid Ohio driver license, proof of automobile insurance	Keep	Driving occurs daily from pump stations or sanitary project sites.
Senior Supervisor, Social Services	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Required to drive to meetings at County buildings, court hearings and family homes.
Superintendent, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Superintendent, Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Inspects single and multi-family residential structures around the County.
Supervisor, Custodial Worker	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Emergency Management	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Supervisor, Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Drives to client visits and trainings.
Supervisor, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily for garage vehicles or to help pick up vehicles.
Supervisor, Geriatric Behavioral Health Nurse	Senior & Adult Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	Must be able to conduct client visits.
Supervisor, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to death scenes and client homes.
Supervisor, Mail Room	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Driving occurs daily between mailrooms, Post Offices and drop routes
Supervisor, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site.
Supervisor, Nursing	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to conduct client visits.
Supervisor, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	On occasion they need to drive to each of our managed facilities
Supervisor, Project Inspection	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Sewer Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Sign Shop	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Social Services	Health and Human Services	Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.	Keep	Required to drive to meetings at County buildings, court hearings and family homes.
Volunteer Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to events, pick up donations, other community outreach
Youth Development Program Coordinator	Health and Human Services	Valid driver's license, proof of automobile insurance, and access to a vehicle.	Keep	Must be able to perform agency visits and attend out-side events.

Classification	Department	Language	Keep or Remove	Basis
Administrator, Senior Records Management	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Advocacy Officer	Senior and Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Chief Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Classification and Compensation Specialist	Personnel Review Commission	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Communications Coordinator 2	Information Technology	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Compensation Analyst	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Contract Analyst	All Departments	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Data Systems Security Coordinator	Information Technology	Valid Ohio driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Employment Test Associate	Personnel Review Commission	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Proctor	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Homeless Management Information System Administrator	Health and Human Services	Valid driver license, proof of automobile insurance, and a vehicle	Remove	No need to drive to perform essential functions.
Manager, External Affairs	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, IT Infrastructure and Operations	Information Technology	Valid driver's license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Manager, Neighborhood Center	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Print Production	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Organizational and Employee Development and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Agent	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Analyst	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Senior Development Housing Specialist	Development	Valid driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Senior Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Information System Administrator	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior OED and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Senior Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Supervisor, Pathology Assistant	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Remove	No need to drive to perform essential functions.
Talent Advisor	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workers Compensation Coordinator	Human Resources	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workforce Analyst	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11061	Accountant 1	All Departments	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11061	Accountant 1	All Departments	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 1	Class Number:	11061
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All Departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state, and local regulations.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 1 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

Essential Job Functions

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

50% +/- 10%

- Audits contractor invoices submitted for payment against terms of contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; reviews and prepares billings for construction and engineering projects and submits same for reimbursements; coordinates billings and account receivables; prepares and analyzes capital and operating leases; maintains and updates information in accounting and automated data systems; completes month end closing process including cost allocation plan, compliance/distribution, and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists with preparing Comprehensive Annual Financial Report (CAFR) reports and schedules; assists in the annual budget process for assigned department.

30% +/- 10%

- Processes requisitions, encumbrances, and encumbrance adjustments; processes purchases and controls office supplies; responds to vendor inquiries; reviews and analyzes input into the accounting system (Infor Lawson); prepares necessary correspondence; prepares, files, and distributes various financial reports and records; provides assistance to supervisor.

20% +/- 10%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes financial system reports.

Accountant 1

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting or a related field with five (5) months of experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- No certifications or licenses 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 (Infor Lawson).

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 invoices, invoice reconciliation forms, contracts, billings, budget reports, encumbrances, accounting reports, financial documents, cash financial statements, inventory reports, grants, and the Comprehensive Annual Financial Reports (ACFR).
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), fiscal policies and procedures, and related websites and system program manuals.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, correspondence, spreadsheets, and 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.

Accountant 1

- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate effectively with supervisors, vendors, contractors, external governmental employees, external auditors, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 2	Class Number:	11062
FLSA:	Exempt	Pay Grade:	8A
Dept:	All Departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state, and local regulations.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 2 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

Essential Job Functions

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

20% +/- 10%

- Coordinates accounting activities of the departmental unit; coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, and cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; ensures proper coding of revenue and expenditures; establishes and maintains bank accounts; maintains computer generated systems and reports; audits fuel consumption and vehicle/equipment usage; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; recommends internal accounting procedures; implements new policies and procedures; uses the County financial information system (Infor Lawson) for client tracking and ledger reporting.

20% +/- 10%

- Prepares monthly financial reports; audits financial system (Infor Lawson) postings; audits and reconciles municipal billing reports; proofreads and audits construction bid packages prior to placement for advertisement; prepares actions for County Council.

20% +/- 10%

- Assists with setting tax rates for all political subdivisions in the County; audits tax budgets received from various political subdivisions; issues Certificate of Estimated Resources for political subdivisions; advances real estate property taxes; settles real estate taxes; settles other tax collections with political subdivisions; certifies property tax levies requested by political subdivisions; maintains bond/note system; determines property tax millage limitations; supplies information necessary for Official Statements; supplies information for Comprehensive Annual Financial Report (ACFR) schedules.

Accountant 2

20% +/- 10%

- Establishes and maintains accounting systems of investment data; maintains and analyses investment activity records and reports related to overnight repos for all broker accounts; keeps track of all securities held by custodial bank and reconciles account activity with County investment portfolio; analyzes monthly statements for all brokers and reconciles account activity to monthly trade investments; calculates, maintains, and reviews banking fees.

10% +/- 5%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes accounting system reports; answers calls from taxpayers; responds to mail information requests.

10% +/- 5%

- May function as lead worker over lower-level accountants, account clerks, and other assigned staff; assigns work and reviews completed work assignments; provides orientation, training, and instruction; responds to problems and issues.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting or a related field with two (2) years of experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- No certificates or licenses 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 accounting and database software (Infor Lawson).

Supervisory Responsibilities

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

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.

Accountant 2

- Ability to comprehend a variety of informational documents including invoices, invoice reconciliation forms, contracts, billings, budget reports, encumbrances, Budgeting, Reporting, and Accounting for Social Services (BRASS) budget reports, tax budgets, Department of Tax Equalization forms, accounting reports, financial documents, cash financial statements, inventory reports, bank websites, investment maturity list, grants, and ACFR reports.
- Ability to comprehend a variety of reference books and manuals including the *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), the Employee Handbook, fiscal policies and procedures, Federal Emergency Management Agency (FEMA) manuals, related websites and system program manuals.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, billing statements, financial statements, tax settlements, Certificate of Estimated Resources, fuel/vehicle usage reports, CD Bank reconciliations, correspondence, spreadsheets, and 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 and related legal terminology and language.
- Ability to communicate effectively with supervisors, vendors, bank officials, contractors, external governmental employees, external auditors, 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
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Department of Purchasing
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Paul Porter, Director of Purchasing	7/6/2023 7/6/2023	Email Email	Review of Draft Confirmation of Min Qualifications
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Board of Control Coordinator	Class Number:	10101
FLSA:	Exempt	Pay Grade:	13A
Dept:	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
16421	Business Intelligence Analyst	All Departments	E	9B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16421	Business Intelligence Analyst	All Departments	E	9B

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Three (3)
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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):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Contact(s):			
DeShawn Matthews, Program Officer 4	2/24/2023	Email	Sent drafted class spec
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Intelligence Analyst	Class Number:	16421
FLSA:	Exempt	Pay Grade:	9B
Departments:	All Departments		

Classification Function

The purpose of this classification is to coordinate the business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

Distinguishing Characteristics

This is an entry-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under supervision and within a framework of well-defined procedures. Employees perform activities in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 50% +/- 10%

• Coordinates and supports business data intelligence activities of a County department or agency; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction processes; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; creates analytical prototypes.
- 35% +/- 10%

• Develops and supports static and interactive visualizations and reports using the available data sources; fulfills ad-hoc marketing, clerical, and data requests; creates and analyzes ad-hoc reporting; conducts tests to ensure visualizations are reflective of the data and consistent with defined needs; works with Information Technology (IT) to publish visualizations.
- 5% +/- 2%

• Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 10% +/- 5%

• Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; completes self-appraisals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and two (2) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of education, training, and experience.

Business Intelligence Analyst

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), and database software.

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 such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data reports, correspondence, payment logs, summary files, enrollment reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to coordinate the programs and/or typical problems associated with the job, ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, co-workers, subject matter experts, stakeholders, and other County employees.

Business Intelligence 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
10021	Case Manager	Medical Examiner's Office	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10021	Case Manager	Medical Examiner's Office	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karen Lahiff, Supervisor, Case Manager	6/1/2023 6/7/2023	Email Email	Confirmation of Changes Confirmation of Changes
Hugh Shannon, Director MEO Operations	6/1/2023 6/7/2023	Email Email	Confirmation of Changes Confirmation of Changes
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Manager	Class Number:	10021
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to obtain and receive information from multiple sources to complete death certificate filing for the Medical Examiner.

Distinguishing Characteristics

This is an entry level clerical/administrative classification working under supervision of the Supervisor, MEO Administrative. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This class is distinguished from the Supervisor, Case Manager in that the latter supervises this class and performs the more complex work of the unit.

Essential Job Functions

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

- 25% +/- 10%

• Completes death certificates once cause of death is determined; collects and processes payments from funeral homes for burial permits; completes the fields in the death certificate necessary for a burial/cremation permit; approves the burial/cremation permits for funeral homes to print a copy; enters the cause of death and completes the death certificate using the database system once pathologists have ruled on the cause of death; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; completes necessary documentation and filing according to procedure.
- 25% +/- 10%

• Fills records requests submitted by family members, insurance companies, attorneys, and the general public; receives requests via phone, email, or in person; makes determination on whether or not records can be released based on stated procedures; locates records from data system, storage drive, or microfilm and creates a hard or digital copy; verifies information and approves burial or cremation permits for funeral home personnel; processes payments and issues receipts for permits and records; balances daily receipts; sends digital and hard copies of records to individuals and agencies as requested.
- 25% +/- 10%

• Provides pathologists with records needed to complete death certificates; requests records necessary to complete death certificates from funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, and other relevant parties; checks records for accuracy; organizes received documents into the appropriate case files; provides physical copies of relevant records to pathologists to help determine cause of death; finds or requests additional documents as requested by pathologists and adds them to the case file.

Case Manager

10% +/- 5%

- Finalizes the autopsy report; proofreads the toxicology report and autopsy report to eliminate typos and errors; writes a narrative summary of the events surrounding the decedent's death using information from the various reports and supporting documents in the case file; completes the verdict page by using the information in the pathologist's report along with the narrative summary; combines the verdict and reports into a single document and submits the final report to the Medical Examiner for review and signature.

10% +/- 5%

- Performs supporting administrative responsibilities; answers general office phone line; inputs data into database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list, and provides the information online to the appropriate organization; processes received subpoenas by time stamping, logging, and passing out to the appropriate department.

5% +/- 2%

- Notarizes documents for insurance and legal justice purposes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with one (1) year of clerical and/or customer service experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines 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), database software (VertiQ, EDRS).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cases, orders for reports, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, 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 use and interpret basic medical terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with supervisor, family members of the deceased, funeral homes personnel, police personnel, nursing home staff, other departmental employees and administrators, 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
10011	Medical Secretary	Medical Examiner's Office	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10011	Medical Secretary	Medical Examiner's Office	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karen Lahiff, Supervisor, Case Manager	6/1/2023 6/7/2023	Email Email	Confirmation of Changes Confirmation of Changes
Hugh Shannon, Director MEO Operations	6/1/2023 6/7/2023	Email Email	Confirmation of Changes Confirmation of Changes
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Secretary	Class Number:	10011
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform administrative duties involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is an entry level clerical classification performing under supervision of the Supervisor, MEO Administrative. Positions in this class initially receive immediate supervision progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

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%

• Prepares cause of death slips, autopsy reports and final reports of cases; obtains medical and legal information and records from multiple sources (e.g., funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, etc.); transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; verifies accuracy of records by comparing original documentation to what has been transcribed; processes received toxicology reports by having pathologists review and initial them to finalize autopsy reports; keeps track of pathologist's caseload and progress of open cases; prepares reports to monitor performance and turn-around times of pathologists' cases.
- 25% +/- 10%

• Communicates with Pathologists, outside agencies, and the general public; answers phone and takes messages or provides information; assists families with questions regarding death of a family member; calls Children & Family Services on cases involving individuals under eighteen (18) years old; faxes reports for children two (2) years and under to Sudden Infant Death Network of Ohio; prepares and mails weekly bereavement letters; maintains list of contacts for technology/trade schools, medical schools, and hospitals; coordinates medical school residents/students and autopsy demonstration classes.
- 20% +/- 10%

• Performs related administrative responsibilities; creates bills for autopsies performed for other counties and forwards to appropriate agencies; files toxicology reports, subpoenas, records, and miscellaneous case paperwork according to established procedures; locates, obtains, and prints vital statistics sheets for child fatalities cases for child death meetings; performs data entry of case information into database system; maintains monthly inventory and orders department supplies; processes invoices for equipment and supplies (e.g., photographs, histology slides, specimens, etc.); assists with reporting and coordinating repair of department equipment and software issues.

Medical Secretary

5% +/- 2%

- Notarizes documents for insurance and legal justice purposes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of experience performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), transcription software (Olympus), and data management system (VertiQ).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including cause of death rough drafts, anatomic and microscopic descriptions, monthly lists of child deaths, records request slips from Pathologists.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, state laws regarding autopsy reports, Ohio Revised Code 313, a dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare Sudden Infant Death Network reports, bills for out-of-county cases, records request forms, child fatality lists, purchase orders, vital statistics reports, death certificates, supplemental

Medical Secretary

death certificate, autopsy report transcriptions, bereavement letters, cause of death slip, demonstration autopsy class requests, out-of-County billing, invoices, photography requests, 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 use and interpret basic medical terminology.
- Ability to communicate with family members of the deceased, funeral home personnel, law enforcement, nursing home staff, other departmental employees and administrators, personnel from medical facilities, government records agencies, insurance companies, 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
15021	Physical Structure Security Specialist	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15021	Physical Structure Security Specialist	Public Works	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, physical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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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:	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>
Jay Hodge, Deputy Sheriff Captain	6/22/2023	Email	Sent drafted specification
Jay Hodge, Deputy Sheriff Captain	7/13/2023	Email	Reminder
Jay Hodge, Deputy Sheriff Captain	7/21/2023	Email	Final reminder
Jay Hodge, Deputy Sheriff Captain	7/24/2023	Phone call	Ask/answer questions
Jim Battigaglia, Archer Consultant	8/7/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Physical Structure Security Specialist	Class Number:	15021
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works and Sheriff's Office		

Classification Function

The purpose of this classification is to plan and organize security related projects at County-owned and leased facilities.

Distinguishing Characteristics

This is a journey level classification responsible for planning and coordinating the County's security related projects. This classification works under general supervision of a Deputy Sheriff Captain. The incumbent works under a framework of defined procedures and regulations but is expected to work independently and exercise discretion in planning security related projects and ensure projects 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.

- 60% +/- 10%
 - Plans and organizes security related projects at County owned and leased facilities; coordinates the development, inspection, and maintenance of all in-house alarms including building intrusion alarms, burglar, hold-up, metal detectors, x-ray machines equipment repairs, and wireless duress; troubleshoots and diagnoses security systems equipment; oversees performs security assessments of County facilities; makes recommendations on equipment and new technology upgrades and purchases; processes project quotes and associated invoices; prepares bids for vendors; coordinates and communicates with vendors.
- 20% +/- 10%
 - Trains and assists staff on security equipment operations; answers staff questions about security concerns.
- 10% +/- 5%
 - Coordinates and confers with County Project Managers in the design phase of new security projects.
- 10% +/- 5%
 - Conducts research into applicable security codes, standards, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in criminal justice, law enforcement, or related field with three (3) years of security system experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Physical Structure Security Specialist

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 computer and multifunction printer.
- Ability to operate handheld tools such as screwdrivers, pliers, soldering gun, multimeter, and wire cutters.
- Ability to push/pull and lift up to 100 pounds.

Mathematical Ability

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

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

- No supervisory responsibilities required.

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 incident reports, blueprints, electrical and mechanical placement, closed circuit television and access controls, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, equipment manuals, Ohio Building Code, Fire Code, electrical standards, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare reports, equipment specifications, request for proposals, order forms, annual reports, inventory, 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 use and interpret construction and current security technology terminology and language.

Physical Structure Security Specialist

- Ability to communicate with managers, supervisors, security personnel, vendors, contractors, public agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to smoke, dust, pollen, electrical currents, noise extremes, machinery, vibrations, wetness, humidity, and bright or dim lights.

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
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Hamame, 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>
Neil Winans, Manager, Residential/Agricultural Appraisal	8/18/2023	Email	Sent spec draft
Neil Winans, Manager, Residential/Agricultural Appraisal	8/22/2023	Phone Call	Ask questions
Jim Battigaglia, Archer Consultant	8/31/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraisal Coordinator	Class Number:	20011
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards 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%

• Supervises and directs work of Appraisers and other assigned staff; oversees staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; 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 timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%

• Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%

• Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%

• Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions, and resolves complaints by phone, mail, and the internet regarding property characteristics and value;

Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business, or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance, or related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain a Real Estate Appraiser license within 2 years of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines 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), and data entry software (SIGMA).

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, geometry, algebra, and advanced 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 production sheets, building permits, property inquiry reports, permit summaries, data input sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.

Residential/Agricultural Appraisal Coordinator

- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), National Certification USPAP Guidelines for appraising, State of Ohio Department of Taxation and Appraisal laws, tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, and the Employee Handbook.
- Ability to prepare weekly production report, planned production report, mileage reports, weekly activity reports, inventory sheets, data input sheets, sales verification documents, appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate effectively with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to wetness/humidity, temperature/weather extremes, and animals/wildlife.

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
16422	Senior Business Intelligence Analyst	All Departments	E	13B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16422	Senior Business Intelligence Analyst	All Departments	E	13B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, degree requirements, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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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):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Contact(s):			
Ronda Gibson, Administrator Correction	6/5/2023	Email	Sent drafted class spec
Joyce Perez-Stable, Administrator, Social Program 4	6/5/2023	Email	Sent drafted class spec
Joyce Perez-Stable, Administrator, Social Program 4	6/20/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Business Intelligence Analyst	Class Number:	16422
FLSA:	Exempt	Pay Grade:	13B
Departments:	All Departments		

Classification Function

The purpose of this classification is to support the business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under general supervision and perform activities in a timely manner and according to policies, procedures, and related regulations. This position requires a higher level of complex project planning and analyses as well as more time spent planning and strategizing with agency leaders than the Business Intelligence Analyst.

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%
- Leads business data intelligence activities of a County department or agency; develops and executes project plans; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; collects, reviews, and manipulates data; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; develops analytical prototypes; develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; prepares ad hoc reports for management; leads testing in partnership with the agency/department to ensure visualizations are reflective of the data and consistent with defined needs.
- 30% +/- 10%
- Drives the establishment of goals in alignment with agencies strategic plan; leads planning sessions with business unit and agency leaders to identify requirements, business processes, key performance metrics, and goals; presents analytical prototypes to business unit leaders to ensure visualizations meet requirements; maintains communication with business unit leaders throughout analysis, design, production, and maintenance lifecycle; presents end product, analytical findings, and key observations to stakeholders to increase operational efficiency.
- 10% +/- 5%
- Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and

Senior Business Intelligence Analyst

meetings; completes self-appraisals; creates and updates various reports; delivers data reports during meetings with County leaders and external stakeholders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, finance, business administration, or related field and five (5) years of data extraction, data analytics, data profiling, or related 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 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 (Tableau).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and technical instruction manuals.

Senior Business Intelligence Analyst

- Ability to prepare visualizations, data extracts, monthly/yearly reports, project plans, data reports, spreadsheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with management to coordinate the more complex problems, to represent the department with others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, coworkers, subject matter experts, stakeholders, 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
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17032	Senior Supervisor, Nursing	Human Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 12A to 13A.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 12A: \$65,977.60 - \$92,372.80 PG 13A: \$69,076.80 - \$96,699.20 Step Placement TBD by Human Resources
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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>
Ronda Gibson, Administrator Social Program 5	6/23/2023	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Nursing	Class Number:	17032
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Services		

Classification Function

The purpose of this classification is to assist the Director, Nursing with supervising Supervisor, Nursing employees and coordinating the home care skilled services programs.

Distinguishing Characteristics

This is a management level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbent is expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, 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.

45% +/- 10%

- Supervises and directs the work of the Supervisor, Nursing and other assigned 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 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; reviews and approves individual travel expense reports; monitors and maintains appropriate staffing levels and appropriate caseload sizes.

25% +/- 10%

- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns; conducts home visits to ensure safety, patient satisfaction, and compliance with patient care plans.

15% +/- 5%

- Develops and coordinates regular and special in-service training programs and independent study topics for nurses and home health aides; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings,

Senior Supervisor, Nursing

conferences, and interagency and community meetings; develops and maintains policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) 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 use and operate a variety of nursing and medical equipment and tools including thermometer, pulse oximeter, stethoscope, intravenous pumps, sphygmomanometer, Hoyer lift, transfer board, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) and lift up to 50lbs.

Technology Requirements

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of

Senior Supervisor, Nursing

operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, employee travel reimbursement forms, HHA Productivity Reports, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, medical books and desk references, lab referral reference, Ohio Administrative Code (OAC), and Ohio Department of Health regulations and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, performance evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, 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 terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.
- Work may involve exposure to strong odors, toxic/poisonous agents, and disease/bodily fluids.

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
10022	Supervisor, Case Manager	Medical Examiner's Office	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10022	Supervisor, MEO Administrative	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions, minimum qualifications, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	No change to Pay Grade or FLSA status
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karen Lahiff, Supervisor, Case Manager	9/1/2023	Email	Question regarding CPQ Reminder
	9/6/2023	Email	
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Review of Draft Discussion re. requested Changes Reminder 2 nd Reminder Question regarding CPQ Reminder
	6/7/2023	Email	
	6/21/2023	Email	
	7/6/2023	Email	
	9/1/2023	Email	
Jim Battigaglia	9/6/2023	Email	Request for Pay Grade Recommendation
	7/6/2023	Email	

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, MEO Administrative	Class Number:	10022
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise lower-level administrative employees in the Medical Examiner's Office (MEO) and to complete and oversee administrative work including death certificate filing, transcription of autopsy protocol, and preparation of final autopsy reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor class that is responsible for supervising a unit of Case Managers and Medical Secretaries in completing administrative work including death certificate filing, transcription of autopsy protocol, and preparation of final autopsy reports for pathologist's signature. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. The employee in this class works under general direction of the Director, MEO Operations and oversees the operations and promotes the efficiencies of the unit they supervise.

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%

Supervises and directs the work of Case Managers, Medical Secretaries, and other assigned 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 unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%

Oversees finalization and processing of autopsy reports; receives and proofreads the toxicology report and autopsy report to eliminate typos and errors; writes a narrative summary of the events surrounding the decedent's death using information from the various reports and supporting documents in the case file; completes the verdict page by using the information in the pathologist's report along with the narrative summary; ensures quality of verdicts by proofreading and confirming information as necessary; assembles pathology report, toxicology report, and verdict into a final autopsy report and verifies accuracy of information and proper completion; submits the final report to the Medical Examiner for review and signature; completes necessary documentation and filing according to procedure.
- 15% +/- 5%

Oversees completion of death certificates once the cause of death is determined; logs cause of death report rule date and distributes to employees; assists Case Managers with logging and preparing death certificates when needed; proofreads the certificate and report; submits to the Medical Examiner for signature; completes necessary documentation and filing according to procedure.

Supervisor, MEO Administrative

10% +/- 5%

- Oversees and completes transcription of autopsy reports for pathologists and the Medical Examiner; transcribes dictation of Pathologist/Medical Examiner's autopsy protocol including anatomic and microscopic descriptions; completes final pathologic diagnosis reports to be filed appropriately with the State; verifies accuracy of records by comparing original documentation to what has been transcribed.

10% +/- 5%

- Provides pathologists/Medical Examiner with records needed to complete death certificates; requests records necessary to complete death certificates from funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, and other relevant parties; checks records for accuracy; organizes received documents into the appropriate case files; provides physical copies of relevant records to pathologists to help determine cause of death; finds or requests additional documents as requested by pathologists and adds them to the case file; tracks status of case files.

5% +/- 2%

- Oversees fulfillment of records requests submitted by family members, insurance companies, attorneys, and the general public; receives requests via phone, email, or in person; makes determination on whether or not records can be released based on stated procedures; locates records from data system, storage drive, or microfilm and creates a hard or digital copy; sends digital and hard copies of records to individuals and agencies as requested.

20% +/- 10%

- Performs supporting administrative responsibilities; answers general office phone line; responds to emails and phone calls; attends various professional meetings; takes minutes for staff meetings; performs various calendar scheduling, room scheduling, and travel coordination responsibilities for MEO personnel and the Medical Examiner; inputs data into database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list, and provides the information online to the appropriate organization; completes pathologist report, monthly open case reports, and pathologist assignment notices; notarizes documents for insurance and legal justice purposes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in business or related field and three (3) years of clerical and/or customer service experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisor, MEO Administrative

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 (VertiQ, EDRS).

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

- 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 patient records, death certificates, verdicts, cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, sunshine laws, a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, autopsy protocol, case reports, meeting minutes, correspondence, 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, record, and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, staff, family members of the deceased, funeral homes personnel, police personnel, nursing home staff, other departmental employees and administrators, and the general public.

Supervisor, MEO Administrative

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
17031	Supervisor, Nursing	Human Services	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17031	Supervisor, Nursing	Human Services	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 11A to 12A.
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No. of Employees Affected:	Seven (7)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 11A: \$62,878.40 - \$88,025.60 PG 12A: \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
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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>
Lorsonja Moore, Senior, Supervisor Nursing	6/30/2023	Email	Sent drafted specification
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Jim Battigaglia, Archer Consultant	7/18/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Nursing	Class Number:	17031
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise and coordinate the work of Family Service Aids as well as to provide nursing services.

Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs nursing services. The employee works under direction from the Senior Supervisor, Nursing and performs duties within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Supervises and directs the work of Family Service Aides and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; coordinates schedules; manages and monitors caseloads; 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; reviews and approves travel forms; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Provides nursing services; makes patient visits to observe and evaluate physical and emotional status; visits patients every 60 days for re-certification; reviews medication policies and records; assesses patient functioning and develops patient care plans; implements care plans; documents assessment findings and care plans in agency database; audits patients' records; provides direct nursing services when necessary; rotates as the Nurse on-call for Adult Protective Services (APS); conducts discharge planning for skilled care to close the case; performs biometric screenings and presentations in the community; obtains and interprets individual findings; disseminates educational information and makes recommendations in accordance with the CDC guidelines.
- 15% +/- 5%
- Coordinates nursing activity within Skilled Services; assesses, designs, implements, and evaluates new Skilled Service referral care plans; updates and reviews patient charts and care plans for effectiveness; oversees direct patient care delivery.
- 15% +/- 5%
- Performs related administrative duties; sets up reporting system to be promptly informed of changes in patient status; attends Adult Protective Service (APS) collaborative meetings; attends seminars,

Supervisor, Nursing

in-service training, meetings, etc. related to nursing care and supervision; provides technical support; maintains records; assists in educational activities for staff, patients, and families; reviews billing and treatment information in data management system to ensure accuracy and answer client questions.

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 nursing experience including one (1) year as a registered nurse; 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 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 a computer and multifunction printer.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, biohazard equipment, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to stand, walk, bend, twist, and push, pull, and lift up to 50lbs.

Technology Requirements

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

Language Ability & Interpersonal Communication

Supervisor, Nursing

- 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 drug orders, laboratory reports, employee physical forms, patient charts, travel reports, Random Moments surveys, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, the Employee Handbook, Centers for Medicare and Medicaid Services, Nursing Supervisor and Home Health Aide Manuals, Ohio Revised Code, and collective bargaining agreements.
- Ability to prepare employee evaluations, home visit schedules, patient charts, meeting agendas, nurse evaluations, patient assessment, travel report, timesheets, correspondence, 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 terminology and language.
- Ability to communicate effectively with supervisors, Home Health Aides, medical professionals, caseworkers, patients, and patients' families.

Environmental Adaptability

- Work is typically performed in an office environment and patients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, strong odors, and animals.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10271	Assistant Director	All Departments	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.
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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
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Director	Class Number:	10271
FLSA:	Exempt	Pay Grade:	17
Dept:	All departments		

Classification Function

The purpose of this classification is to assist a department director with managing the department including developing objectives and policies, assisting with administrative and budgetary matters; and supervising staff.

Distinguishing Characteristics

This is a senior management classification with responsibility for assisting the department director with administrative and budgetary matters. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to the designated department. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%

• Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.
- 30% +/- 10%

• Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 15% +/- 10%

• May manage special projects and keep director apprised of project progress and conclusion.
- 15% +/- 10%

• Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, or other related field with nine (9) years of related experience including five (5) years in a supervisory experience; or any equivalent combination of 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 including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of 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 contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, 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 legal, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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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
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Management Contact(s):	Hugh Shannon, Director of MEO Operations
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

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%

- Supervises and directs the work of Medical Secretaries; 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 assists with 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.

25% +/- 10%

- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.

20% +/- 10%

- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

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.

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 final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Supervisor, Medical Secretary

related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to serve in a supervisory capacity, influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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