

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0001

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, on December 4, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through T) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Certified Medical Billing Specialist*
Number: 17091
Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Job Coach*
Class Number: 14191
Pay Grade: 8A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Administrator, Facilities Maintenance*
Class Number: 15101
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The number of related degrees was expanded.

Exhibit D: Class Title: *Assistant Superintendent, Maintenance*
Class Number: 15142
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Chief Forensic Photographer*
Class Number: 12212
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Chief Toxicologist*
Class Number: 12311
Pay Grade: 21A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Evidence Technician*
Class Number: 12171
Pay Grade: 5A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

- Exhibit H: Class Title: *Medical Examiner Investigator 1*
Class Number: 12221
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Medical Examiner Investigator 2*
Class Number: 12222
Pay Grade: 10A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Motor Pool Attendant*
Class Number: 15051
Pay Grade: 1A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit K: Class Title: *Superintendent Maintenance*
Class Number: 15143
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit L: Class Title: *Supervisor, Fiscal Office*
Class Number: 11101
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2011.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit M: Class Title: *Supervisor, Maintenance*
Class Number: 15141
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit N: Class Title: *Supervisor, Motor Pool*
Class Number: 15052
Pay Grade: 6A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit O: Class Title: *Supervisor, Project Inspection*
Class Number: 18121
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2015.
The FLSA status was updated to Exempt because of Administrative duties. HR is supportive of the recommendation and will take the necessary steps to effectuate and notify employees impacted by this change in FLSA status.

Exhibit P: Class Title: *Supervisor, Toxicology Laboratory*
Class Number: 12254
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit Q: Class Title: *Courier*
Class Number: 1011151
Pay Grade: 2A/Non-Exempt
* The duties that were performed by this position are no longer needed as the pending implementation of the County's Enterprise Resource Planning (ERP) will allow for the accurate and confidential delivery of reports. One employee was laid off from the Department of Information Technology due to lack of work and reorganization for the efficient operations of the department. The position is currently vacant.

Exhibit R: Class Title: *Pharmacist-Corrections*
Class Number: 17081
Pay Grade: 19A/Exempt
* The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.

Exhibit S: Class Title: *Pharmacy Technician-Corrections*
Class Number: 17071
Pay Grade: 4A/Non-Exempt
* The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.

Exhibit T: Class Title: *Senior Data Processor*
Class Number: 10251
Pay Grade: 3A/Non-Exempt
* This classification is currently vacant, all employees currently performing these job functions are bargaining.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Ms. Brown, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

Yeas: Tuma, Gallagher, Schron, Conwell, Jones, Brown, Stephens, Simon, Baker, Miller and Brady

Nays: None

Dan J. Brady
County Council President

1-29-20
Date



County Executive

1-29-20
Date



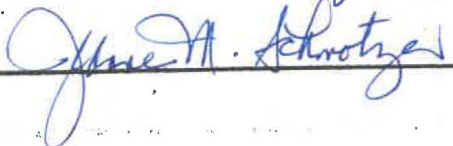
Clerk of Council

1/28/2020
Date

First Reading/Referred to Committee: January 14, 2020
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC037
January 28, 2020

I, JEANNE M. SCHMOTZER, CLERK OF COUNCIL OF THE COUNCIL OF CUYAHOGA COUNTY, OHIO, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF THE ORIGINAL OF A RESOLUTION DULY ADOPTED OR AN ORDINANCE DULY ENACTED BY SAID COUNCIL ON THE 28th DAY OF January, 2020.

BY: 

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Medical Billing Specialist	Class Number:	17091
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Health and Human Services	Exhibit A	

Classification Function

The purpose of this classification is to ensure clinical service programs are properly reimbursed for medical services provided to insured clients and to provide oversight of medical records, claims, resolutions, and reimbursements.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for processing all medical insurance claims, medical coding, billing, credentialing, Medicaid/Medicare audits, resolving explanation of benefits (EOB's), and maintaining Medicaid/Medicare policy's and updates and maintaining the revenue cycle. Incumbents work under general supervision of the Deputy Administrator of the Department of Senior Adult Services and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Prepares and processes healthcare claims to Medicaid, Medicare, and commercial insurances; prepares charges to be entered in the network portal after receipt from the physicians or providers, completes necessary forms utilizing the proper medical billing coding for procedures, diagnoses and medications; scans all the physician's practice records to client folders on the network drive; processes credentialing and recredentialing of healthcare providers; collaborates via telephone calls, emails, memos or office visits regarding all billing, coding, and credentialing inquiries.
- 30% +/- 10%
- Manages clients' accounts and medical claims; analyzes explanation of benefits to determine coverage and claim disposition; resolves overpaid accounts; monitors and reviews departmental audits; assists in audits for contracts and Ohio Board of Health; manages claim and claim denials to ensure maximum reimbursement for services provided; follows up on past due accounts and attempts to make them current; prepares and presents reports of claim trends and account or policy issues to management.
- 5% +/- 2%
- Supervises and directs the work of the medical billing 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 the Medical Record Technician's work plans and work performance standards; monitors and provides for training needs; meets with employee; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date:

Certified Medical Billing Specialist

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps up to date on developments, methods, education, and techniques in medical billing; maintains certification license; participates in the development of county medical billing policies and procedures with state and federal regulation.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Medical Insurance Specialist (CMIS), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or equivalent medical billing certification, and three (3) years of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, 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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.

Effective Date:

Certified Medical Billing Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, insurance agencies, 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.

Effective Date:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Job Coach	Class Number:	14191
FLSA:	Exempt	Pay Grade:	8A
Dept:	Human Resources	Exhibit B	

Classification Function

The purpose of this classification is to provide individualized development plans to improve the performance and well-being of County employees within an assigned department.

Distinguishing Characteristics

This is a journey-level classification with the responsibility of developing individualized development plans working with employees and their supervisors to improve employee performance and well-being within the assigned department. This class works under direct supervision, progressing to more independence as experience is acquired. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and 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.

- 50% +/- 10%

• Develops and implements individualized development plans to improve the performance and well-being of County employees within the assigned department; identifies, monitors, and communicates performance improvements; assists the employee with adapting to different work demands; works with supervisor to resolve an employee's job performance challenges; assists employee with problem solving and relationship building; connects the employee to resources and social assistance programs to support employee well-being; mediates problem relationships between the employee and supervisor or the employee and co-workers.
- 30% +/- 10%

• Observes and measures the job performance of assigned employees; provides feedback and support to the employee; informs employee's supervisor of employee performance; develops, monitors, and adjusts performance goals with employee and supervisor; suggests disciplinary actions; tracks employee performance and disciplinary actions in a spreadsheet.
- 15% +/- 5%

• Works with supervisors, the Organizational and Employee Development and Training Specialist, the Training Manager, and department management to identify departmental solutions to support the performance and well-being needs of employees; collaborates with stakeholders on improving the training and evaluation of employee performance and well-being; assists with assessing training effectiveness to ensure training is used on the job.
- 5% +/- 2%

• Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; schedules meetings with employees, supervisors, and stakeholders.

Effective DATE

Job Coach

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in communication, human resources, labor relations or related field with three (3) years of experience in human resources, conflict resolution, employee & labor relations, counseling, coaching; or any combination of training, education, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including performance management forms, job counseling reports, discipline reports, discipline tracking sheets, hiring tracking sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, County Code, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare trend reports, performance management reports, discipline tracking reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, and outside agencies.

Job Coach

Environmental Adaptability

- Work is typically performed within a corrections facility 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.

Effective DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Facilities Maintenance	Class Number:	15101
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to oversee all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others, as assigned, for all County facilities.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, managing, and administering maintenance operations for County facilities, under general direction from the Facilities Design & Maintenance Administrator. This class requires the analysis and solution of operational, technical, administrative, and management problems related to facility maintenance operations and associated capital projects. The employee is expected to meet, consult, and collaborate with the Maintenance Administrator to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 45% +/- 15%
- Supervises and directs the work for all levels of facilities maintenance; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Oversees labor costs and overtime hours for cost effectiveness; reviews supply, and equipment purchases and expenditures; works with contractors and vendors to collect bids, issue services, and maintain contracts; attends budget-related meetings.
- 15% +/- 5%
- Plans and executes in-house facility and capital improvements; establishes attainable goals for production and project completions; meets with supervisors and staff to coordinate schedules toward goals; coordinates work conducted to engineer's/architect's specifications; delegates authority for projects; develops and modifies worker practices; documents and implements green building initiatives; prepares reports on both the technical and administrative aspects of managing a facility, to include funding and spending plans.

Administrator, Facilities Maintenance

10% +/- 5%

- Researches and analyzes long range needs and critical problems for facility programs and operations; researches equipment and technology improvements and incorporates as possible; works to implement effective work order management system and streamline processes.

5% +/- 2%

- Participates in union negotiations and labor/management meetings; receives and responds to client complaints and issues; collects grievances and dissipates accordingly.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, construction management, information technology, public administration, or related field with six (6) years of building and facility operations experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 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 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 geometric and algebraic calculations.

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,

Administrator, Facilities Maintenance

procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including detailed plans for construction, overtime reports, labor reports, time sheets, costing sheets, activity sheets, work orders, vehicle listings, municipal guidelines, union agreements, personnel actions, quotes technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, bargaining agreements, engineering design data, schematics, facility improvement standards, EPA standards, Ohio Revised Code, Americans with Disabilities Act (ADA) guidelines, Occupational Safety and Health Administration (OSHA) guidelines, building codes, blue prints, diagrams, and other procedures manuals.
- Ability to prepare time sheets, billable hour reports, equipment cost analysis reports, budgetary planning, employee evaluations, maintenance schedules and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, accounting, mechanics, and electrical and facility management terminology and language.
- Ability to communicate with elected officials, administrators, facility tenants, sales representatives, County employees, contractors, and the general public.

Environmental Adaptability

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

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:	Assistant Superintendent, Maintenance	Class Number:	15142
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works	Exhibit D	

Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance Department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.

- 25% +/- 10%
- Supervises and directs the work of the assigned maintenance area; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 20% +/- 10%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.

- 20% +/- 10%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Assistant Superintendent, Maintenance

10% +/- 5%

- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates, and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in the trades or construction fields, and six (6) years of related experience; or an equivalent combination of education, training, and experience.
- Requires a driver's license in the State of Ohio and proof of automobile insurance.

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 computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, 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 to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.

Assistant Superintendent, Maintenance

- Ability to comprehend a variety of reference books and manuals including departmental policy manual and the Employee Handbook, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

Environmental Adaptability

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

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:	Chief Forensic Photographer	Class Number:	12212
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	<i>Exhibit E</i>	

Classification Function

The purpose of this classification is to provide direct supervision to forensic photographers and to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Medical Examiner Director of Operations. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%
- Directly supervises Forensic Photographers; 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%
- Performs advanced Forensic Photography techniques (e.g.: digital evidence evaluation; creation of 1:1s, overlays, image enhancements, etc.) for analysis and comparisons; prepares and reviews various reports of scientific examination results; digitally captures photomicrographs of trace evidence and histological slides; duplicates and maintains video-graphic evidence; captures spherical images and constructs Spheron R2S published cases.
- 10% +/- 5%
- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary; gives expert testimony in court; processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards, processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; prepares images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.

Chief Forensic Photographer

10% +/- 5%

- Performs miscellaneous responsibilities related to photography laboratory; oversees and participates in cleaning and maintaining equipment; tracks photography unit inventory and orders equipment and supplies.

10% +/- 5%

- Conducts tours and gives lectures to outside agencies, organizations, or individuals; participates on the Education Committee to organize, develop, and conduct training courses. Generates brochures, binders/books, graphics, posters, and other course materials for educational purposes such as conference poster presentations, training course materials, etc.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; gives lectures to outside agencies, organizations, or individuals; uses and evaluates new equipment, hardware, and software; develops and conducts trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field and five (5) years of experience performing digital and conventional photography in a forensic setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- 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 computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

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

Chief Forensic Photographer

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to utilize college level algebra, geometry, trigonometry, and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including photograph orders, diagrams, reports, image catalogues, list of Mugshots required, and list of autopsy cases.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, Materials Safety Data sheets, Training Manual, standard operating procedures, software and hardware manuals, safety manuals, publications, equipment manuals, reference books, journals, and employee handbook.
- Ability to prepare optical discs, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, illustrations, PowerPoint presentations, standard operating procedures, publications signs, identification cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and council employees, to persuade and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with subordinates, other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office, laboratory and in the field.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Chief Forensic Photographer

Guyahoga 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:	Chief Toxicologist	Class Number:	12311
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office	<i>Exhibit E</i>	

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. Employees in this class are responsible for making independent decisions regarding management of lab unit, implementation of policies and procedures, supervision of assigned staff, and resolution of unit issues. This class supervises the Supervisor, Toxicology Laboratory and other 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%
- Oversees, reviews, and evaluates analytical conclusions and related toxicology reports produced by subordinates; prepares Toxicology Reports for review; receives and reviews toxicology assays in order to prepare reports; verifies accuracy of data; assists with determining laboratory techniques and completing toxicological and chemical analysis and analytical assays as necessary.
- 25% +/- 10%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, medical personnel, and the general public regarding toxicology reports and toxicology issues; consults with other departments and agencies regarding mutual toxic substance issues; responds to phone calls, correspondence, and emails.
- 20% +/- 10%
- Supervises and directs the work of the Supervisor, Toxicology Laboratory 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 personnel training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Chief Toxicologist

10% +/- 5%

- Plans, directs, and coordinates Toxicology Laboratory operations; ensures that toxicology laboratory activities are completed on-time and accurately; oversees and maintains necessary documentation required by law; ensures toxicology unit maintains compliance with applicable accreditation requirements; ensures planning and maintenance of professional development and training requirements; investigates technical errors and carries out appropriate corrective and preventative measures; resolves operational issues; oversees calibration and maintenance of instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; prepares and delivers toxicology presentations; keeps up to date on developments, methods, education, and techniques in forensic toxicology; participates in planning and participation of department research activities; assists with preparation of section budget; participates in operational and strategic planning.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in a chemical or biological science or related field with three (3) years of full-time laboratory experience in forensic toxicology plus two (2) years of supervisory experience in any capacity; 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;
- Ability to use a variety of laboratory tools and equipment, including analytical balances, auto diluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, cameras, and a variety of other laboratory instrumentation.

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.

Chief Toxicologist

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform routine and advanced statistical analysis, and basic chemistry math.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry books, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers, and laboratory equipment/machinery.

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:	Evidence Technician	Class Number:	12171
FLSA:	TBD	Pay Grade:	TBD
Dept:	Medical Examiner's Office	Exhibit 6	

Classification Function

The purpose of this classification is to receive, sort, and store physical evidence, ensuring compliance with related policies and procedures.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of 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.

- 60% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; imports submitted items into tracking system; verifies accuracy of evidence submission paperwork; maintains chain of custody protocols; documents evidence tampering and discrepancies; assigns submissions to appropriate analyst(s); creates requests for testing on evidence items; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and evidence submission and release records.
- 20% +/- 10%
- Follows policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence not in process of examination in the laboratory; maintains integrity of evidence reception and storage rooms; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by accrediting bodies and laboratory policies.
- 10% +/- 5%
- Prepares documentation related to evidence submission, inventory, and release; operates computer system and enters submitted items into evidence tracking system; prepares paper and electronic inventories; attaches physical evidence submission sheet(s) to appropriate case(s) where needed; obtains necessary signatures on release documents.
- 5% +/- 2%
- Testifies in court regarding chain of custody of evidence as necessary.

Evidence Technician

5% +/- 2%

- Performs related ancillary responsibilities; responds to emails and phone calls; attends trainings and meetings as necessary; assists with training new Evidence Technicians as assigned by the supervisor; may perform basic operability checks on firearms submitted to the laboratory for basic function testing.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and one (1) year of experience performing clerical and inventory control 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.
- Ability to push, pull, and lift up to 50 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, Logbooks, paper and electronic inventory records, 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.

Evidence Technician

- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, law enforcement personnel, other departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 1	Class Number:	12221
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Medical Examiner's Office	exhibit H	

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures.

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%
- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebanc for organ/tissue donation.
- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches ambulance/livery crews as appropriate.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Medical Examiner Investigator I

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment; washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- American Board of Medicolegal Death Investigation (ABMDI) certification is required within 18 months of date of hire.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, bend, climb, and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Medical Examiner Investigator I

- 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 police, medical, and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy and procedures manual, and medical terminology book.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, 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 medical and related legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, and communicable disease.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 2	Class Number:	12222
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	exhibit 7	

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is a journey-level classification within the Investigator series. Positions in this class receive general supervision and incumbents are expected to exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures. This class is distinguished from the Investigator I by a greater level of experience and lead worker 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.

- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
- 30% +/- 10%
- Performs investigations into circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Medical Examiner Investigator 2

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Serves as lead worker; assists Medical Examiner Investigator I's with any issues or questions; gives trainings and presentations to law enforcement positions, medical personnel, and other employees.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; maintains equipment, washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology and three (3) years of experience in medical or forensic investigations, embalming, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to provide instruction and training to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Medical Examiner Investigator 2

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 police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, and communicable disease.

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:	Motor Pool Attendant	Class Number:	15051
FLSA:	Non-Exempt	Pay Grade:	1A
Dept:	Sheriff's Office	Exhibit J	

Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

Distinguishing Characteristics

This is an entry level class responsible for cleaning, performing minor maintenance, and transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Motor Pool Supervisor class that is responsible for the operations and activities 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.

70% +/- 10%

- Inspects, maintains, and cleans vehicles in the motor pool for the Sheriff's department; ensures that vehicles are in good working order including checking tire pressure and tread wear, ensuring that fuel and fluids are filled appropriately, electrical systems are in working order, batteries charged, belts, hoses, and wipers are in good repair, and that vehicles' interiors and exteriors are washed and cleaned; may make minor repairs such as fuse/bulb replacement or soldering broken equipment or wires; removes or installs van seats.

20% +/- 10%

- Transports vehicles to be serviced, garaged, picked-up and delivered; provides roadside assistance; transports people to meetings.

10% +/- 5%

- Cleans and maintains the work area and the level of the parking garage used by the motor pool; cleans and maintains equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or GED.

Additional Requirements

- No special license or certification is required

Motor Pool Attendant

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- No mathematical requirements.

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 diagnose. 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 employee performance evaluations, timesheets, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policy manuals, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to attend to a work assignment and to follow instructions or orders.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Superintendent, Maintenance	Class Number:	15143
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works Office	<i>Exhibit K</i>	

Classification Function

The purpose of this classification is to administer, manage, and supervise the operations and personnel of the Maintenance Department of the Public Works Office; to provide administrative support a Chief Section Engineer.

Distinguishing Characteristics

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

Essential Job Functions

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

- 20% +/- 10%
- Supervises and directs the work of the assigned unit; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Administers and manages the operations of the Maintenance department; plans and implements all daily operations; coordinates work operations with administration, other departments, contractors, and the public; oversees the maintenance of and capital improvements to all Public Works Buildings; participates in matters of safety and security; establishes plans for irregular occurrences including emergency circumstances.
- 20% +/- 10%
- Plans and directs snow and ice removal operations for the County; subject to being on-call 24 hours a day and during holidays and County closures for Snow and Ice Control operations; inspects bridges and roadways to assess maintenance and repair needed.

Superintendent, Maintenance

20% +/- 10%

- Evaluates, reviews, and recommends budget disbursements for materials, parts, supplies, equipment, and tools; reviews daily work distribution, reports, labor, and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed; prepares grant and aid applications and reimbursement claims for financial assistance.

10% +/- 5%

- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering, Public Administration, or a related field with six (6) years of related experience, with three (3) years of supervisory experience; or an equivalent combination of education, training, and experience
- Valid driver's license and proof of automobile insurance.

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 computers and peripheral equipment.
- Ability to operate a variety of maintenance and construction equipment including scooper, lifts, ladders, survey equipment, safety equipment, 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 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 ability to understand and apply college level algebra, geometry, calculus and statistics.

Superintendent, Maintenance

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including Ohio Department of Transportation (O.D.O.T.) drawings , work orders, employee grievances, job descriptions, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T manuals, environmental guidelines and regulations, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, work order sheets, plans, estimates, charts, grievance response, injury accident reports, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology, and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Fiscal Office	Class Number:	11101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Fiscal Office	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office.

Distinguishing Characteristics

This is a supervisory level classification, working under direction of a senior supervisor within the Fiscal Office. Incumbents promote the efficiencies of the area they are assigned to, recommend and incorporate process improvements, and ensure that projects meet time and quality objectives. The incumbent ensures that activities are performed according to policies, procedures, and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, schedules, and participates in office services and activities and ensures completion in a timely and efficient manner; creates, monitors, and updates a database with information of departmental activities and services provided; implements and oversees the execution of policies and procedures to ensure they are conducted in compliance with county, state, and federal regulations; approves retention schedules and disposition of records; approves transactions; prepares various tax and fee calculations.

- 30% +/- 10%
- Supervises and directs the work of 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.

- 10% +/- 5%
- Provides information and support as a Subject Matter Expert to stakeholders and the general public; reviews consumer complaints and takes action to resolve complaints; provides services to the public including providing documents and information as needed.

- 20% +/- 5%
- Performs related administrative responsibilities; attends various trainings and meetings; coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

Supervisor, Fiscal Office

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in business administration, accounting or a related field with three (3) years billing, real estate management, accounting; 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 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 to 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 customer complaint forms, timesheets, court decisions, bankruptcy notifications, parcel cards, memos, letters, various regulation documents from governing bodies, forms, and a variety of activity reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, map books, copy machine manuals, and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, workload reports, order forms, equipment purchase forms, vouchers, cashier reports, forms, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Supervisor, Fiscal Office

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department at the county, state, and federal level.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate with co-workers, supervisor, staff, vendors, other County employees, business owners, 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:	Supervisor, Maintenance	Class Number:	15141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Works	<i>Exhibit M</i>	

Classification Function

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County's roads within townships; to provide administrative support to a Maintenance Administrator.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Makes regular inspections of bridges and roads within the County to determine needs of repairs to bridges, road surfaces and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County; works closely with Sewer Maintenance Division with the repair and maintenance of sewer maintenance point repairs. .

- 20% +/- 10%
- Supervises and directs the work of the Maintenance Section of Public Works; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 20% +/- 10%
- Prepares daily reports of work distribution, labor costs, materials, equipment and work accomplished; develops estimates for all bridge related projects; materials used and all equipment under their jurisdiction; orders supplies and equipment.

- 20% +/- 5%
- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Supervisor, Maintenance

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent technical training in engineering or a related field with three (3) years of heavy highway construction; or an equivalent combination of education, training, and experience .
- Requires a driver's license in the State of Ohio and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months 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 including computers and peripheral equipment, mechanics tool, and construction tools.
- Ability to work at heights and climb up and around structures.
- Ability to work in confined spaces.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- 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.

Supervisor, Maintenance

- Ability to comprehend a variety of informational documents including work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, reports, steel and concrete coding specifications, concrete and asphalt mix designs, and Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret structural, mechanical, building and automotive terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Motor Pool	Class Number:	15052
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Sheriff's Office	Exhibit N	

Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

Distinguishing Characteristics

This is a first-level supervisory classification that is responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Motor Pool Attendant class that is an entry level class and receives supervision from employees in this class.

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%
- Manages and coordinates the operations and activities of the Motor Pool division in the Sheriff's department; participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; decals/stripes the department's Sheriff's Fleet Vehicles; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires.
- 30% +/- 10%
- Supervises 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 training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool; oversees cleaning and maintenance of equipment.

Supervisor, Motor Pool

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or GED; two (2) years of experience in vehicle maintenance and repair; or an equivalent combination of education, training, and experience.

Additional Requirements

- No license or special certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

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 and subtract.

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 diagnose. 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 insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Supervisor, Motor Pool

- Ability to use and interpret basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies, and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Project Inspection	Class Number:	18121
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works	Exhibit D	

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget, and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises technical and clerical level classifications.

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%

- Oversees construction project logistics; evaluates contract and project plans and ensures the work carried out on site aligns with specifications; inspects materials delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; documents all changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; writes daily diaries to list any pay items, not-reported staff, and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

20% +/- 10%

- Supervises the work of assigned technical and clerical staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides instruction and training; evaluates employee performance; responds to employee questions concerns, and problems; approves employee time sheets 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; oversees safety to ensure contractor is providing a safe project site.

Supervisor, Project Inspection

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluates the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

15% +/- 5%

- Tracks schedules and task completions on projects; takes steps to ensure project stays on schedule; coordinates contractor daily and weekly work schedule to ensure testing and sampling are performed at time of operations; enters contractor's progress schedule for each category of work (including roadway, waterworks, drainage, and pavement) into computer for projects administered by the Ohio Department of Transportation (ODOT); makes drawings and calculations for bid items for final pay quantities.

15% +/- 5%

- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss questions and complaints prior to and during projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in engineering technology or related field with three (3) years of road or bridge construction experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 computers and peripheral equipment.
- Ability to operate a camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.

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.

Effective Date: 1993
Last Modified: 02.11.2015

Supervisor, Project Inspection

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to make use of the principles of algebra, geometry, trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction; and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use, and other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Toxicology Laboratory	Class Number:	12254
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit P</i>	

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of postmortem specimens and evidence in forensic case work.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Chief Toxicologist. This position oversees the operations and promotes the efficiencies of the toxicology lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other 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.

- 35% +/- 10%
- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; 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.
- 25% +/- 10%
- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; documents and records observations and results of chemical analysis; enters analytical case results into computer database; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 20% +/- 10%
- Ensures that toxicology laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures toxicology unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; calibrates and maintains instruments; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Toxicology Laboratory

10% +/- 5%

- Oversees regular maintenance of the Toxicology laboratory spaces and equipment; ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; monitors equipment performance and ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Acts on behalf of the Chief Toxicologist when absent; reports/signs out cases and interprets the probable effects of drugs and/or chemicals; assists with test data review; performs administrative and technical review of data, toxicology case files, and reports of completed cases.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures; conducts research and presents results at national meetings; submits research for publication in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related field and six (6) years of toxicology analysis experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Ohio Department of Health Drug and Alcohol Testing permit must be obtained within 6 months of hire date.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including analytical balances, auto diluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.

Supervisory Responsibilities

- Ability to assign, review, plans, 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.

Supervisor, Toxicology Laboratory

- 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 and perform routine and advanced statistical analysis and basic chemistry math.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents, and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Courier	Class Number:	1011151
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	All Departments	Exhibit Q	

Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

Distinguishing Characteristics

This is an entry/journey level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of 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.

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.

- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.

- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.

- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.

- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

Courier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Driver's License required. Proof of insurance required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Logbooks, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

Courier

Environmental Adaptability

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and in varying weather conditions.

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:	Pharmacist- Corrections	Class Number:	17081
FLSA:	Exempt	Pay Grade:	19
Dept:	Sheriff's Office	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is manage an on-site pharmacy according to all applicable Ohio and federal laws; to fill all prescriptions ordered by physicians and /or dentists for the patient population; to interact with physicians regarding quality of care issues including drug incompatibilities and formulary compliance issues; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills. The employee in this class may chair a Pharmacy and Therapeutic committee and serve as a consultant for the medical, dental, and nursing 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% +/- 15%
- Interprets and dispenses medical prescriptions and pharmaceutical supplies prescribed by a licensed practitioner; counsels patients on how to use prescription and over-the-counter medications, healthcare supplies and medical equipment; advises patients and answer questions about prescription drugs, including questions about possible side effects and interactions among different drugs.
- 30% +/- 5%
- Consults with doctors about medication therapy; works closely with doctors and medical personnel in selecting drugs and managing their effects; advises physicians and other health practitioners on the selection, dosages, interactions, and side effects of medications; provides night, weekend and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
- Keeps computerized records of patients' medications to prevent harmful drug interactions.
- 10% +/- 5%
- May chair a Pharmacy and Therapeutic committee; participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, treatment, and drug interactions.
- 10% +/- 5%
- Supervises pharmacy technicians and may train students serving as interns; supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential

Pharmacist - Corrections

medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed by the Ohio State Board of Pharmacy as a Registered Pharmacist with one year experience in pharmacy operations including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid Pharmacist license to in the State of Ohio.

Requires current, valid CPR certification.

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; mobility to work in office settings; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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 development of 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 reference books and manuals including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Pharmacist - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical and pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pharmacy Technician- Corrections	Class Number:	17071
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Office	Exhibit S	

Classification Function

The purpose of this classification is to assist a Pharmacist at an on-site pharmacy according to all applicable Ohio and federal laws; to fill prescriptions ordered by physicians and /or dentists for the patient population; to manage inventory, perform data entry and to restock drugs and supplies; to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a technical level classification, performing responsible functions and tasks under supervision of a Pharmacist. This class requires some technical knowledge and excellent organizational and communication skills.

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% +/- 15%
- Assists in filling prescriptions ordered by physicians; counts dosages of medications and fills containers; answers basic questions about over-the-counter drugs.
- 20% +/- 5%
- Enters data and keeps computerized records of patients' medications to prevent harmful drug interactions; labels containers and assists in pre-packaging operations.
- 10% +/- 5%
- Assists in managing inventory so that frequently prescribed drugs are on-hand and easily available; restocks drugs and supplies.
- 10% +/- 5%
- Keeps the pharmacy clean and orderly; maintains compliance with confidentiality requirements.
- 10% +/- 5%
- Reviews pharmacy invoices for accuracy prior to payment; maintains compliance with confidentiality requirements..

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or equivalent supplemented by technical school coursework including relevant laws, pharmacy and healthcare ethics, pharmacy practice, medical terminology, human physiology and diseases, pharmacy therapeutics, customer care, related software systems, inventory management, and infection control are desirable; one year of customer service experience including working with clients from diverse cultural and ethnic backgrounds.

Additional Requirements

Completion of a Pharmacy Technician Certification Program, accredited by the National Commission for Certifying Agencies (NCCA) and Certification as a Pharmacy Technician (CPhT) is preferred.

Pharmacy Technician - Corrections

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; mobility to work in office settings; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

No supervisory responsibilities. Participates in the maintenance of sensitive and confidential medical records.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of reference books and guides including those related to pharmacology, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical/pharmacological terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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:	Senior Data Processor	Class Number:	1051
		Pay Grade:	3

Exhibit T

Departments:	All departments
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Classification Function

The purpose of this classification is to function as lead worker and coordinate the work of lower level data processors involved in clearing and verifying incoming information from various data bases.

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.

- Functions as lead worker and coordinates the work of lower-level data processors involved in clearing and verifying incoming information from various data bases (e.g.- identifies inconsistencies between data and data base information; researches court case journals for information regarding inconsistencies and identifies correct information; updates information as required).
- Enters verified information into data base using mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms into data base). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate).
- Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of data processing 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 terminal, printer, calculator and copier.
- Ability to perform data entry activities with high degree of accuracy.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data sheets, address change forms, change reports, referral reports, employer referral table, lump sum calculation forms, court journal entries and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the County program manuals, dictionary, telephone book, green guide, postal guide, employer table and personnel policy manuals.
- Ability to prepare data entry forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with the Director, supervisors, data processing personnel 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.