

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0029

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.
---	--

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 January 8, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S) 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 Revised Classifications:

- Exhibit A: Class Title: *Forensic Pathologist 1*
Number: 17011
Pay Grade: 26A/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 B: Class Title: *Forensic Pathologist 2*
Class Number: 17012
Pay Grade: 27A/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 C: Class Title: *Forensic Pathologist 3*
Class Number: 17013
Pay Grade: 28A/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 D: Class Title: *Manager, Parking Facility*
Class Number: 15132
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
The minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Manager, Tax Assessment*
Class Number: 11121
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2011.
The language of the document was updated to better reflect the position. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

- Exhibit F: Class Title: *Budget Officer 1*
Class Number: 11141
Pay Grade: 7A/Non-Exempt
* This classification is no longer needed as there are no incumbents and the essential functions of the positions have been included in the recently created Fiscal Specialist series. The Fiscal

Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).

- Exhibit G: Class Title: *Budget Officer 2*
Class Number: 11142
Pay Grade: 9A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit H: Class Title: *Budget Officer 3*
Class Number: 11143
Pay Grade: 11A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit I: Class Title: *Certified Network Administrator*
Class Number: 16393
Pay Grade: 11B/Exempt
* Incumbent in this classification was transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit J: Class Title: *Certified Network Engineer*
Class Number: 16395
Pay Grade: 13B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit K: Class Title: *Field Engineer*
Class Number: 16381
Pay Grade: 5B/Non-Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

- Exhibit L: Class Title: *Fiscal Officer 1*
Class Number: 11151
Pay Grade: 8A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit M: Class Title: *Fiscal Officer 2*
Class Number: 11152
Pay Grade: 10A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit N: Class Title: *Fiscal Officer 3*
Class Number: 11153
Pay Grade: 13A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit O: Class Title: *Manager, Network Engineering*
Class Number: 16397
Pay Grade: 16B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit P: Class Title: *Manager, WAN*
Class Number: 16401
Pay Grade: 16B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit Q: Class Title: *Network Administrator*
Class Number: 16392
Pay Grade: 9B/Non-Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

Exhibit R: Class Title: *Network Engineer*
Class Number: 16394
Pay Grade: 11B/Non-Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

Exhibit S: Class Title: *Senior Certified Network Engineer*
Class Number: 16396
Pay Grade: 14B/Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.


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 Mr. Jones, the foregoing Resolution was duly adopted.

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

Nays: None


County Council President 2-26-20
Date


County Executive 2-26-20
Date


Clerk of Council 2/25/2020
Date

First Reading/Referred to Committee: January 28, 2020

Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: February 11, 2020

Journal CC037
February 25, 2020

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Job Title:	Forensic Pathologist 1	Class Number:	17011
FLSA:	Exempt	Pay Grade:	26A
Department:	Medical Examiner's Office	EXHIBIT A	

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees.

Essential Job Functions

- | | | | | |
|----------|----------|---|----------|-------------------|
| T | h | Exclusive or all-inclusive. Other duties may be required and assigned. | h | Percentage |
| e | x | | n | ed |
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets ancillary testing as necessary; attends crime scenes to assist with death investigations; determines the identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

65% +/- 10%
 - Oversees student and resident rotations; assists with the education of students and medical residents; schedules, prepares, and delivers lectures.

20% +/- 10%
 - Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%
 - Performs related ancillary responsibilities; attends meetings, conferences, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; assists in the planning and participation of department research activities.

5% +/- 2%

Forensic Pathologist 1

Minimum Requirements

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Board Eligibility in Anatomic and Forensic Pathology as determined by the American Board of Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to use appropriate surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

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.

Mathematical Ability

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

Language Ability & Personal 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 case history, investigator reports, autopsy reports, interviews, laboratory reports, Fellow applications and evaluations, accreditation documents, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.

Forensic Pathologist 1

- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, 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, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments, and conditions at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	Medical Examiner's Office	EXHIBIT B	

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

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%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

Forensic Pathologist 2

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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 copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

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.

Mathematical Ability

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

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.

Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- 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 (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	Medical Examiner's Office	EXHIBIT C	

Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

Essential Job Functions

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

- 50% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 15% +/- 5%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.
- 10% +/- 5%
- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

AND/OR

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

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Forensic Pathologist 3

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 copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

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

Mathematical Ability

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

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 case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- 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 (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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:	Manager, Parking Facility	Class Number:	15132
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Works	EXHIBIT D	

Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise parking facility supervisors and assigned staff.

Distinguishing Characteristics

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

Essential Job Functions

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

- 35% +/- 10%
- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports.

- 30% +/- 10%
- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders and moving signage.

- 25% +/- 10%
- Supervises and instructs parking facility supervisors, assigns and schedules work for various parking facilities; 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.

Manager, Parking Facility

5% +/- 2%

- Coordinates contracted services related to new construction or maintenance on parking facilities.

5% +/- 2%

- Performs other administrative duties; functions as County liaison to other departments and public and private entities; delivers daily deposits to the bank, prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings;

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field and three (3) years of experience in parking facilities management or parking operations; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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.

Manager, Parking Facility

- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedures manual, collective bargaining agreement, Standard Operations Procedure Manual, and parking equipment manuals.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements, parking statistics, costing sheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, vendors, sheriff's department, employees, Director, other County employees, and the general public.
- Ability to use and interpret basic accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, 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:	Manager, Tax Assessment	Class Number:	11121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Fiscal Office	EXHIBIT E	

Classification Function

The purpose of this classification is to plan, organize, direct, and coordinate the tax cycle process for real property in the Fiscal Office and to provide managerial support to the Tax Assessment Administrator.

Distinguishing Characteristics

This is a management classification working under general direction of the Tax Assessment Administrator and responsible for performing and overseeing the activities of the Real Estate Tax Division of the Fiscal Office. This class works within a broad framework of policies, procedures, regulations, and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate 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.

- 55% +/- 10%
- Calculates tax property data and creates related reports; calculates and balances tax settlements; audits treasurer's office balance of collected funds; uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments, and refunds; prepares reports regarding the department's property tax operations for submission to the state; prepares presentations for stakeholders.
- 25% +/- 10%
- Serves as a liaison for the Fiscal Office; provides coordination between the tax assessment administrator, fiscal office staff, other county departments, and real property tax system vendors; coordinates property tax settlement with the Budget Commission; communicates with taxpayers and business developers; receives incoming requests for information, issues, and complaints and finds resolutions.
- 20% +/- 10%
- Supervises and directs the work of the Real Estate Tax Division 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; keeps informed of provisions of labor-management agreements and their effects on departmental operations; 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.

Manager, Tax Assessment

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, computer science or a related field with five (5) years experience in accounting, tax collections, or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide 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 petitions, split cards, complaint forms, exempt applications, forms, certifications, tax principles, ordinances, resolutions reports, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, Ohio Revised Code (ORC), maps, deeds, ordinances, resolutions, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Manager, Tax Assessment

- 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 real estate, ad valorem tax, and accounting terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

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:	Budget Officer 1	Class Number:	11141
		Pay Grade:	7

EXHIBIT F

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to monitor and maintain operating budgets and ledgers and to assist in budget preparation and development.

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.

- Monitors and maintains operating budgets and ledgers (e.g. - analyzes budgets and determines problem areas; makes recommendations for budget revisions; correlates appropriations for specific programs with appropriations for divisional budget programs; assists in maintaining expenditure control and fiscal accountability with budget programs; reviews operating budgets periodically to analyze trends affecting budget needs and analyzes costs in relation to budget allocations; reconciles expenditures with Auditor).
- Participates in preparation and development of budgets (e.g. - develops and compiles data for biennial operating plan and budget program; responds to budget inquiries; examines budget request for completeness, accuracy and compliance with agency, state and federal statutes, rules, regulations and procedures; provides technical assistance to fiscal personnel concerning budget preparation, changes in fund allotments, cash transfers, and related problem solving).
- Performs administrative duties (e.g. - prepares reports; maintains files and charts of accounts; prepares and distributes financial management information and reports; records transactions, contracts, vouchers, etc.; processes corrections to Office of Budget Management; maintains payroll register).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting or related field with one year of accounting 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 adding machine, typewriter, copier, and a computer using departmental software such as Lotus, Cornerstone, PET and QuIC.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Cuyahoga County Classification Specification

1055311

- Ability to comprehend a variety of informational documents including FAMIS reports, purchase orders, payroll registers and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer program instructions.
- Ability to prepare purchase summary, object code, summaries, reports, correspondence, memos, 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 accounting terminology and language.
- Ability to communicate effectively with vendors, supervisor, other County personnel, state personnel 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:	Budget Officer 2	Class Number:	11142
		Pay Grade:	9

EXHIBIT 6

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to function as lead worker over lower-level budget officers, and accounting and clerical employees in preparation, evaluation and coordination of budgets and budget programs and to maintain system for expenditure control and fiscal accountability.

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 (e.g. - provides work direction, coordination, and training to other budget officers and accounting and clerical employees).
- Maintains system for expenditure control and fiscal accountability (e.g.- distributes financial resources among department services within fiscal constraints; monitors appropriation utilization and realignments of appropriations; provides guidance and assistance in order to keep expenditures within department budget; analyzes and advises management on annual expenditures; assists in the preparation of the department's annual budget; notifies management of federal and state funding for short term projects; gathers information to determine service costs; monitors contractual obligations and reviews and approves invoices for payment of services rendered).
- Prepares various department reports (e.g.- facilitates and completes all financial reports, budget reports, records, and statistics).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with two years of budgetary 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 computers, adding machine, copier, etc.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, use algebra, statistical inference and theory, descriptive statistics and linear programming.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including, disbursement reports, statistical reports, billing invoices, state warrants, FAMIS reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, policy and procedure manuals.
- Ability to prepare annual budgets, tax budgets, statistical analysis, memos, correspondence, annual, quarterly, and monthly reports, summaries, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, service providers, subordinates, state and federal personnel, elected officials 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:	Budget Officer 3	Class Number:	11143
		Pay Grade:	11

EXHIBIT H

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to administer entire department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, cost funding and cost management systems and to supervise lower level budget officers.

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.

- Administers entire department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, cost funding and cost management systems (e.g. - investigates all areas of budget preparation; analyzes divisional budget requests; proposes funding levels; analyzes and reviews proposed legislation to determine fiscal impact; develops, supervises and monitors financial processes for budget control; establishes cash management systems; develops and monitors budgetary programs and cost funding systems and procedures; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; establishes and implements guidelines and procedures for budget preparation; monitors budget activities to insure compliance with federal and state regulations; develops and implements fiscal policy related to budgets and budget analysis; administers all grant accounts).
- Supervises lower-level budget officers (e.g. - has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees, such as budget officers, accountants, and other budgeting support personnel; responsibly directs employees; adjusts employee grievances; provides training to departmental budget and fiscal personnel in budget preparation and analysis).
- Provides budgetary assistance and technical advice to budget and fiscal personnel (e.g. - provides assistance to other departments; provides technical expertise in budgetary matters to state and/or private agencies; serves as liaison with Office of Budget and Management regarding budget; responds to inquires from public, Legislative Budget Office and Legislative Service Commission; prepares a variety of reports; attends budget meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field and three years of budget administration 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 a calculator, copier, fax, printers, microfiche readers and printers, etc., and a computer utilizing departmental software such as Lotus 1-2-3, dBase, MultiMate, and others.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform calculations using algebra and descriptive statistics, statistical inference and theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bank statements, revenue reports, business checks, FAMIS reports, vouchers, invoices, contracts, grant applications and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedure manuals, purchasing manuals, federal and state guidelines, accounting textbooks, and computer program handbooks and manuals.
- Ability to prepare budgets, payroll reports, space maintenance reconciliations, memos, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret governmental accounting terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, service providers, vendors, auditors, subordinates, state and federal personnel, elected officials 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:	Certified Network Administrator	Class Number:	16393
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology Department	EXHIBIT J	

Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class requires certification as a network administrator to administer current County computer networks.

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%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the IOS on the data switches, routers, firewall, VPN and voice switches.
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference.
- 20% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
- 15% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

Certified Network Administrator

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of reference books and manuals including computer program manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

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:	Certified Network Engineer	Class Number:	16395
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department	EXHIBIT J	

Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems, and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience and is responsible for installation of new servers and designing and programming system applications. It is further distinguished from the Network Engineer in that the later class requires certification in current County technologies.

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% +/- 5%

- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs for multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection

35% +/- 5%

- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.

5% +/- 5%

- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

20% +/- 5%

- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.

Certified Network Engineer

20% +/- 5%

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications, to use of the internet and on software.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including maintenance and customer service requests, virtual private network accounts, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, emails to notify users of changes, quotes for equipment purchases, 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, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within

Certified Network Engineer

and outside the Department including working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

- Ability to use and interpret computer hardware and software and electrical circuit terminology and language.

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:	Field Engineer	Class Number:	16381
FLSA:	Non Exempt	Pay Grade:	5B
Dept:	Information Services Center	EXHIBIT K	

Classification Function

The purpose of this classification is to diagnose and repair computer equipment problems and to install computer components. Incumbents in this classification coordinate the delivery and installation of computers and related equipment at user locations.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 45% +/- 15%
- Provides technical support to users on site including installing software, diagnosing and repairing computer problems; repairs wiring problems; installing multiple computer hardware components and phones; installing computer workstation software; installs personal computers onto networks on site and tests; assists with network issues; logs activities completed.
- 20% +/- 5%
- Re-images computers when user's computer performance has decreased by backing up important data to an external hard drive, wiping all data from the hard drive, and restoring the computer's operating system to its original state.
- 5% +/- 5%
- Performs analog/digital conversions using a device for converting a continuous quantity to a discrete digital number.
- 10% +/- 5%
- Manages training and conference rooms.
- 20% +/- 5%
- Moves and delivers equipment to users in a timely manner; assists in the stockroom; removes servers from raised floor.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented by vocational/technical training in computer science with two years of computer installation and repair experience; or an equivalent combination of education, training, and experience.

Field Engineer

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emailed and voice mailed service requests.
- Ability to comprehend a variety of reference books and manuals including vendor websites and user manuals.
- Ability to prepare receipts for equipment for supervisor signature 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.
- Ability to use and interpret computer software terminology and language.

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:	Fiscal Officer 1	Class Number:	11151
		Pay Grade:	8

EXHIBIT L

Departments:	Human Services, only
---------------------	----------------------

Classification Function

The purpose of this classification is to coordinate and monitor a variety of fiscal activities including fiscal planning and policy development recommendation and to provide direct supervision to accounting, clerical, or other support staff. This classification has budgetary accountability up to \$13 million.

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.

- Coordinates and monitors fiscal management and control activities (e.g.- discusses invoices and payments on account with vendors; prepares and maintains records, reports, studies, and correspondence related to fiscal activities and operations).
- Supervises accounting, clerical, or other support staff (e.g. - monitors and evaluates support staff; directly supervises subordinate employees involved in fiscal and bookkeeping activities and operations including auditing of accounts, recording of transactions, maintaining of control accounts, processing of requisitions, etc.; implements management planning and organizes staff and work to meet objectives; establishes standards and formulates policies; analyzes progress of staff and objectives).
- Performs advisory duties (e.g. - advises supervisor and/or administrative staff on fiscal and/or budgetary matters, procedures and problems; interprets applicable regulations, policies, and procedures).
- Performs administrative duties (e.g. - represents the department at various meetings, seminars, and conferences; records and processes payments; interacts with other County offices).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or related field with one year of accounting 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 typewriter, adding machine, fax, laminator, computer, copy machine, microfiche machine, etc.

Supervisory Responsibilities

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

- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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 use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, handbooks, zoning maps, dictionary, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's personnel, subordinates, 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:	Fiscal Officer 2	Class Number:	11152
		Pay Grade:	10

EXHIBIT M

Departments:	Human Services, only
---------------------	----------------------

Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal program for a County department or specialized fiscal section of a division and to supervise accounting, clerical and other support staff. This classification has budgetary accountability greater than \$13 million and less than \$30 million.

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.

- Plans, directs, coordinates and manages fiscal control activities for department, institution, or specialized fiscal section of department or division (e.g.- coordinates and ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, funds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and or federal regulations; manages and ensures compliance in handling of federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions).
- Supervises accounting, clerical and other support staff involved in fiscal operation activities (e.g.- assigns and reviews work; responds to employee problems; approves employee leave requests; recommends disciplinary procedures).
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and or correspondence related to fiscal activities and operations (e.g.- analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operation).
- Advises administrative officials regarding budgetary and fiscal matters (e.g.- interprets relevant legal and procedural regulations and department policies). Functions as liaison with other sections or divisions (e.g.- coordinates activities of division with other sections, counsels sections or divisions regarding budget management and administration or matters of fees and payment policies, represents department in meetings and conferences). Performs various fiscal and non-fiscal related tasks (e.g.- interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator and is responsible for reproduction of division forms, acts as contact person for state and federal auditors).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with one year of fiscal management 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, printer, adding machine, copy machine, fax machine, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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 apply the basic principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, fiscal handbooks, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's personnel, subordinates, 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:	Fiscal Officer 3	Class Number:	11153
		Pay Grade:	13

EXHIBIT N

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal program for a County department or specialized fiscal section of a division and to supervise accounting, clerical and other support staff. This classification has budgetary accountability greater than \$30 million.

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.

- Plans, directs, coordinates and manages fiscal control activities for department, institution, or specialized fiscal section of department or division (e.g.- coordinates and ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, finds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and/or federal regulations; manages and ensures compliance with federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions).
- Supervises accounting, clerical and other support staff involved in fiscal operation activities (e.g.- assigns and reviews work; responds to employee problems; conducts employee performance appraisals; approves employee leave requests; recommends disciplinary procedures).
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and correspondence related to fiscal activities and operations (e.g.- analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operation).
- Advises administrative officials regarding budgetary and fiscal matters (e.g.- interprets relevant legal and procedural regulations and department policies).
- Functions as liaison with other sections or divisions (e.g.- coordinates activities of division with other sections, counsels sections or divisions regarding budget management and administration or matters of fees and payment policies, represents department in meetings and conferences).
- Performs various fiscal and non-fiscal related tasks (e.g.- interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator and is responsible for reproduction of division forms, acts as contact person for state and federal auditors).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with three years of fiscal management 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, printer, adding machine, copy machine, fax machine, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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 apply the basic principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, 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:	Manager, Network Engineering	Class Number:	16397
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department	EXHIBIT O	

Classification Function

The purpose of this classification is to plan, direct, supervise, and coordinate the operations and activities of network engineering, network administration and field engineering that are charged with any of the following functions: managing open system services, Human Resource Information System (HRIS), distributed Geographic Information Systems (GIS), large databases, network components, applications and servers, and/or firewall security applications and devices.

Distinguishing Characteristics

This is a first-level management classification, responsible for managing the operations and activities of a Network Engineering unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively in order to increase efficiencies and economies of scale. The primary focus of the Manager class is project and contract management, supervising employees in performance of the work of a unit, and providing responsible and complex support to the division administrator.

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%
- Manages projects and contracts requiring developing and implementing project plans, defining requirements, evaluating options, incorporating resources, materials, costs, target dates/schedules and time recording, and reviewing equipment purchases; monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures and recommends improvements; designs solutions for projects; ensures continuous availability of the networks; reviews and researches customer complaints; ensures emergency procedures for hardware and software failures with the least of time.

- 20% +/- 10%
- Provides supervision of assigned staff and consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, such as troubleshooting and repairing server and network issues and configuring equipment; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions reviews, administers, and monitors service contracts.

- 40% +/- 10%
- Provides assistance to division management staff; prepares status reports for service and data requests and problem resolution requests; provides network and server information for new and ongoing operations; participates in the development and implementation of policies and procedures necessary to provide assigned services; plans future enhancements and goals for strategic planning and for business and functional reengineering; interacts with division management to provide information regarding activities and problems within the Unit; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the Unit annual budget; participates in the forecasting and justification of additional funds needed for

Manager, Network Engineering

staffing, equipment, materials, and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field or equivalent experience and five (5) years experience involving network engineering and administration, field engineering, communications, wide area networks and/or help desk; 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

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

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 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 and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including system monitoring tools, project plans, status reports, budgets, contracts, statements of work, customer service requests, network diagrams, employee timesheets, and performance reviews.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer software, hardware, network, and operation manuals, network server documentation and schematic drawings..

Manager, Network Engineering

- Ability to prepare Gantt and Pert charts, network documentation and assessments, flow diagrams, status, progress, and activity reports, performance reviews, 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 and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.
- Ability to use and interpret computer and networking terminology and language.
- Ability to communicate with directors, managers, supervisors, employees, government agencies, other County employees, consultants and vendors.

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:	Manager, WAN	Class Number:	16401
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department EXHIBIT P		

Classification Function

The purpose of the classification is to supervise and participate in the work of staff in researching, designing, implementing, configuring and troubleshooting the County's Wide Area Networks (WAN); to implement new technologies, ensure maintenance and to resolve operational issues.

Distinguishing Characteristics

This is a technical supervisory class that works under direction of a unit administrator. This position is responsible for monitoring the work of outside service providers as well as supervising and participating in the work of staff. The employee in this class is expected to apply technical expertise in resolving organizational and service delivery problems. Incumbents act as project managers, ensuring that the work of the unit is completed in a timely and accurate manner. The employee works within a broad framework of policies, and procedures.

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%
- Provides supervision of assigned staff and oversees the work of contractors; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews; ensures proper staffing.
- 35% +/- 10%
- Performs project management including project and resource reporting; presents proposals; gathers and understands project requirements; monitors projects to ensure that they remain on schedule and are properly completed; provides second and third level troubleshooting' designs, updates, writes, provides and maintains documentation and diagrams for the WAN.
- 25% +/- 10%
- Manages infrastructure hardware and firmware; develops network designs for Wide and Local Area Networks; manages the infrastructure LAN/WAN security; gathers and reports data network change activity; participates in the change management process; acts as a network escalation point; supports voice over internet protocol (VOIP) and video conferencing.
- 5% +/- 2%
- Attends meetings and represents the unit; keeps abreast of new technologies.

Manager, WAN

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, electronics, network administration, management information systems or a related field with five (5) years of experience in network administration; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

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 and calculate decimals and percentages; understanding of binary arithmetic and conversion to decimal and hexadecimal.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including customer requests for service, design data, trouble tickets, timesheets, network analysis reporting, and technical information.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, computer training and reference manuals, site documentation, reports, subordinate files, policy and procedure manuals, and documentation.

Manager, WAN

- Ability to prepare design documentation, timesheets, change control forms, project updates and plans, bandwidth and network reporting, diagrams, time schedules, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, 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 including users, WAN group, colleagues, staff, vendors, network engineers, and departmental employees and management.
- Ability to use and interpret computer engineering, mechanics, electrical, and infrastructure terminology and language.

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:	Network Administrator	Class Number:	16392
FLSA:	Non Exempt	Pay Grade:	9B
Dept:	Information Technology Department	EXHIBIT Q	

Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class does not require certification as a Network Administrator. **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% +/- 15%

- Maintains, updates and upgrades computer hardware and software that comprise the computer network; ; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the iOS on the data switches, routers, firewall, VPN and voice switches .

25% +/- 10%

- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference

25% +/- 5%

- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.

20% +/- 5%

- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Network Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with two (2) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No specials license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of County policies, computer hardware and computer network system reference books and manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

Network Administrator

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:	Network Engineer	Class Number:	16394
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology	EXHIBIT R	

Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Certified Network Engineer in that the certified level must be certified in current County technologies.

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% +/- 5%
- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs from which the employee can centrally manage access to resources on multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end users and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection; documents network problems and resolution for future reference.
- 35% +/- 5%
- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.
- 20% +/- 5%
- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.
- 5% +/- 5%
- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

20% +/- 5%

Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; 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

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including service requests, virtual private network accounts, monitoring data, logs, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.

Network Engineer

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and other County departments and with County administrators.
- Ability to use and interpret computer terminology and language.

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:	Senior Certified Network Engineer	Class Number:	16396
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department	EXHIBIT 5	

Classification Function

The purpose of this classification is to design, build, maintain, monitor, and troubleshoot servers, systems, and programs for the County's Internet, Local Area Network (LAN) and Intranet effectiveness and efficiency, to include Internetworking devices, such as computer servers and various security devices.

Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from a unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the journey level Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience, provides higher level technical support and troubleshooting assistance, is responsible for designing and building systems and provides technical assistance to that 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.

40% +/- 15%

- Plans, configures, installs and maintains local area networks; utilizes current County technologies and a variety of procedures, protocols and wireless communication bridges; utilizes the internet and downloads files, software patches and updates to correct file servers and nodes; assesses user needs and designs, builds, configures, installs, monitors and maintains servers, systems and programs to ensure internet, Local Area Network (LAN) and intranet efficiency; plans for and performs operating system upgrades; designs and programs system applications; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; performs troubleshooting analysis of servers, workstations and associated systems; resolves and documents network problems; works with outside vendors to resolve purchasing issues or to acquire technical support for equipment failures and service issues.

30% +/- 5%

- Performs backups and virus protection and maintains the County internet firewall; develops and installs data retrieval system for retrieval and emergency systems; manages user accounts, permissions, email, anti-virus, and anti-spam; controls access to the network, updating security programs and performing frequent changing of passwords; installs security programs to prevent unauthorized access to privileged data and information.

20% +/- 5%

Senior Certified Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications and to use of the internet and on software. 10% +/- 5%
- Participates in departmental decision-making related to network systems and provides advice and recommendations regarding possible disruptive issues within the network; provides threat assessment to Information Technology Department security group in both Internet and Intranet matters;

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with five (5) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities. Provides technical assistance to lower level employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including network performance data; network design diagrams; service request forms; diagnostic reports; security reports, billing invoices, and vendor proposals.

Senior Certified Network Engineer

- Ability to comprehend a variety of reference books and manuals including network diagrams, device configurations, computer program manuals and internet websites.
- Ability to prepare documentation, hardware configurations, status reports, network designs, networking design configurations, responses to user requests, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade and influence others, 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 and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer and hardware terminology and language.

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.