

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0209

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

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

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

WHEREAS, on September 16, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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: *Bridge Inspector*
Number: 18031
Pay Grade: 5A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay grade increased from a 4A to 5A due to updated equipment usage.
- Exhibit B: Class Title: *Permit Coordinator*
Class Number: 10211
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015.
The essential job functions, language, minimum qualifications, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Senior Bridge Inspector*
Class Number: 18032
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, minimum qualifications, physical requirements, environmental exposure, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Senior Supervisor, Sewer Maintenance*
Class Number: 18002
Pay Grade: 13A/Exempt
* PRC routine maintenance. Classification last revised in 2013.
Language was updated to better reflect duties performed on the job. Pay grade raised from 12a to 13A due to increased equipment work requirement.
- Exhibit E: Class Title: *Supervisor, Sewer Maintenance*
Class Number: 18001
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013.
Language was updated to better reflect tasks performed on the job. No change to minimum qualifications or pay grade.
- Exhibit F: Class Title: *User Experience Designer*
Class Number: 16301
Pay Grade: 12B/Exempt (No change)
* Revisions made at request of the department. Changes were made to the essential job functions to capture the additional work performed by the position. No change to pay grade or FLSA status.

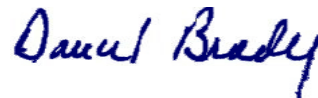
SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote 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, Simon, Baker, Miller, Tuma, Gallagher, Schron, Conwell and Brady

Nays: None



10/27/2020

County Council President

Date



10/27/2020

County Executive

Date



10/27/2020

Clerk of Council

Date

First Reading/Referred to Committee: September 29, 2020

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

Committee Report/Second Reading: October 13, 2020

Journal CC040
October 27, 2020

[Clerk's Note: Electronic signatures affixed in accordance with Cuyahoga County Code Chapter 110]

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------|----------------------|-------|
| Class Title: | Bridge Inspector | Class Number: | 18031 |
| FLSA: | Non-Exempt | Pay Grade: | 4A |
| Dept: | Public Works | Exhibit A | |

Classification Function

The purpose of the classification is to assist higher-level employees with the inspection of bridges and culverts and to assist in the maintenance of related bridge inspection and repair documentation and reporting.

Distinguishing Characteristics

This is an entry level technical classification that works under direct supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have basic knowledge of structural behavior and basic knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures.

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.

- Visually inspects all components of bridges and culverts for deterioration, cracks, and other defects; rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice, or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction, or maintenance practice.
50% +/- 10%
- Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section; documents observations of all technical work in bridge and road construction; prepares maps, forms, and sketches as required for the bridge inspections; provides reports of daily work done on a project and provides necessary profit documentation as directed; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.
35% +/- 10%
- Assists with recommending bridge repairs; provides an information base for immediate action to limit use/close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done.
15% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent with one (1) year of experience in bridge inspection; or any combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer, multi-function printer, and peripheral equipment.
- Ability to operate an inspection van, snooper, man-lift, tracker, motor boat, bucket truck, bucket boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Outlook, Excel, Word, and Access and design and drafting software.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including State and Federal bridge inspection requirements, specifications, drawings, manuals, tables, codes, and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret related structural mechanics terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, confined spaces, and heights.

Bridge Inspector

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: | Permit Coordinator | Class Number: | 10211 |
| FLSA: | Non - Exempt | Pay Grade: | 6A |
| Dept: | Public Works | Exhibit B | |

B

Classification Function

The purpose of this classification is to coordinate the issuance of various permits and licenses and the maintenance of related records in accordance with established procedures.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating the issuance of various permits and licenses and maintaining related documents. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures and serves as a first-line supervisor ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

50% +/- 10%

- Coordinates documentation and scheduling for events held on County property (the Cuyahoga County Courthouse and Huntington Park Garage); maintains spreadsheet of scheduled events on County property; ensures receipt of proper documentation for bookings of events held on County property including signed lease, correct forms, insurance certificates, notarized contracts, rental fees, and other applicable documents; prepares rental contract forms for use of County property.

20% +/- 10%

- Coordinates the issuance of permits for contractors working in Cuyahoga County communities; monitors permit application review process from initial intake to final approval; ensures that plans and specifications for contractor work affecting sewers are approved by the engineering department; ensures inspection fees for permits are paid; ensures that contractor licensing documents (bonds, insurance certificates, etc.) are up to date; issues permits to contractors to install sanitary and storm sewers for mainline, commercial, and residential connections; issues permits for capital improvement projects and road openings; schedules inspections for building inspectors; accepts payments for permits, sewer license registrations, tap-in fees, etc.; deposits monies received and submits receipts and other relevant information to the fiscal department.

10% +/- 5%

- Interacts with clients, department staff, other County departments, and the general public regarding permit, contract, and rental services; assists visitors, contractors, staff, and the general public at the front desk by providing information, services, or referrals as necessary; responds to inquiries regarding permit processes and tap-in fees; coordinates with the legal department regarding changes needed to permits for the department and contracts for events.

Permit Coordinator

10% +/- 5%

- Supervises assigned administrative employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Coordinates maintenance of records for permits, contracts, and related documents; establishes project number and project name; maintains records of all work performed for projects including inspection reports, billing, and testing; maintains records of permit activity; makes copies of permits and enters into database; sends permit numbers to the fiscal department; creates monthly and annual reports of permit activity and contractor work.

Experience Required to Perform Essential Job Functions

- High school diploma or GED supplemented with vocational/technical training and three (3) years of administrative, building permit processing, or related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and multi-function printer.

Technology Requirements

- Ability to utilize a variety of software and databases including Microsoft Word, Excel, and Access.

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 the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, expense reports, event schedules, reference documents, sewer sketches, leases, insurance and bonding firm's permits, checks, and roadway opening permit requests.
- Ability to comprehend a variety of reference books and manuals including departmental policies and procedures manuals, reference manuals, permit books, street guide, sewer plans, and Employee Handbook.
- Ability to prepare activity reports, monthly inspector reports, sanitation and storm permits, wedding event schedules and leases, receipts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as a supervisor, to record, deliver, and file 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 basic engineering terminology and language.
- Ability to communicate with supervisor, staff, co-workers, consultants, contractors, inspectors, government agencies, other County employees, and customers.

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 Bridge Inspector | Class Number: | 18032 |
| FLSA: | Non-Exempt | Pay Grade: | 8A |
| Dept: | Public Works | Exhibit C | |

Classification Function

The purpose of the classification is to inspect, evaluate, rate, and report the condition and ongoing maintenance needs of bridges, culverts, and related structures on the County system and recommending repairs.

Distinguishing Characteristics

This is an journey level technical classification that works under general supervision. The employees in this class work under a framework policies, procedures, regulations, and codes. Employees are required to have comprehensive knowledge of structural behavior and general knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures. This class is distinguished from the Bridge Inspector classification in that the Senior Bridge Inspector may provide technical supervision of that class and is required to have more specialized experience.

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%
 - Visually inspects all components of bridges and culverts for deterioration, cracks, and other defects; rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction, or maintenance practice.
- 30% +/- 10%
 - Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section; documents observations of all technical work in bridge and road construction; provides reports of daily work done on a project and provides necessary profit documentation as directed; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.
- 20% +/- 10%
 - Recommends bridge repairs; provides an information base for immediate action to limit use/close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done; documents maintenance recommendations by entering files and pictures into the Enterprise Resource Planning system.

Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent and three (3) years of experience in bridge inspection; or an equivalent combination of education, training, and experience.

Senior Bridge Inspector

- Completion of the FHWA (Federal Highway Administration) – NHI (National Highway Institute) - 13005 - Safety Inspection of In Service Bridges Certificate/Training is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat, bucket truck, brick boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield, and load testing.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Outlook, Excel, Word, and Access and design and drafting software.

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including State and Federal bridge inspection requirements, specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

Senior Bridge Inspector

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, confined spaces, and heights.

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 Supervisor, Sewer Maintenance | Class Number: | 18002 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Departments: | Public Works | Exhibit D | |

Classification Function

The purpose of this position is to supervise the Supervisor, Sewer Maintenance employees and sewer maintenance activities.

Distinguishing Characteristics

This is a second-line supervisor classification, working under direction of a superintendent within the Sewer Maintenance Section of the Public Works Department. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according policies, procedures and related regulations. This class is distinguished from the Supervisor, Sewer Maintenance by its increased responsibility and that the latter is a first line supervisor.

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%

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

30% +/- 10%

- Assists the Superintendent, Sewer Maintenance with planning and coordinating of sewer maintenance functions; assigns work orders to supervisors through the Enterprise Asset Management (EAM) module; checks inventories using the EAM module; reviews supervisor reports using the EAM module; recommends maintenance programs and initiatives for sanitary and storm system maintenance; establishes goals and plans to achieve goals; assists with capital planning.

10% +/- 5%

- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent supplemented with vocational or technical training in plumbing, maintenance and/or sanitation with five (5) years of sewer maintenance experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance

Additional Requirements

- An Ohio EPA Wastewater Collections Class I Certification may be required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters and digital cameras.

Technology Requirements

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

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, perform routine statistics, and apply algebraic and geometric equations.

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 reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blue prints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.

Senior Supervisor, Sewer Maintenance

- Ability to prepare reports such as payroll documents, service requests, flow meter reports, dye and smoke meter test reports, GPS and map reports, disciplinary forms, vehicle maintenance reports, performance evaluations, 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 engineering, and mechanical, terminology and language.
- Ability to communicate with Assistant Director, Sewer Maintenance Administrator Manager, employees, residents, mechanics, engineers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-------------------------------|----------------------|-------|
| Class Title: | Supervisor, Sewer Maintenance | Class Number: | 18001 |
| FLSA: Exempt | Exempt | Pay Grade: | 11A |
| Dept: | Public Works | Exhibit E | |

Classification Function

The purpose of this position is to supervise a crew of employees assigned to sewer maintenance activities, inspect work in progress, and review completed work assignments.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. The employees in this class work under direction of the Senior Supervisor, Sewer Maintenance.

Essential Job Functions

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

- 40% +/- 10%
- Supervises and directs the work of a crew of sewer maintenance employees and other assigned staff; directs staff to ensure work completion and maintenance of standards; reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 35% +/- 10%
- Utilizes the Enterprise Asset Management (EAM) module within the County's Enterprise Resource Planning (ERP) system to open and close work orders, generate reports, create work plans, and track and order supplies; receives work orders from the EAM module used to coordinate employee work; reviews and evaluates various reports and plans to explain daily assignments to crew; prepares various activity and project update reports; assigns vehicles; reviews billing and payroll paperwork; ensures appropriate equipment is available.
- 15% +/- 5%
- Assists with planning and coordinating of sewer maintenance department initiatives; recommends maintenance programs and initiatives for sanitary and storm system maintenance; assists with establishing goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; conducts meetings; attends presentations; communicates with municipalities and the public about sewer system repairs.

Supervisor, Sewer Maintenance

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent; with three (3) years of sewer maintenance experience; or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain Ohio EPA Wastewater Collections Class I certification within 12 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters, and digital cameras.

Technology Requirements

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

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 apply algebraic and geometric equations.

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.

Supervisor, Sewer Maintenance

- Ability to comprehend a variety of informational documents including reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blue prints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.
- Ability to prepare reports such as daily activity reports, daily maintenance reports, flow meter reports, dye and smoke meter test reports, map reports, payroll documents, service requests, disciplinary forms, vehicle reports, performance evaluations, 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 engineering, and mechanical terminology and language.
- Ability to communicate with manager, employees, mechanics, engineers, residents, other County employees, employees of cities and municipalities, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

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: | User Experience Designer | Class Number: | 16301 |
| FLSA: | Exempt | Pay Grade: | 12B |
| Dept: | Information Technology | Exhibit F | |

Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, designing, and developing applications and web pages to be more user friendly.

Distinguishing Characteristics

This is an advanced journey level classification, working under direction of the Web and Applications Administrator. 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.

Essential Job Functions

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

- 20% +/- 10%
• Designs and implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders.
- 20% +/- 10%
• Creates, wireframes, mock-ups, and prototypes for design and development to demonstrate website form and functionality and create seamless, usable, convenient, and enjoyable user experiences; provides guidance to design and development staff to ensure designs are properly coded, meet established technical protocols and standards, are compliant with Web Content Accessibility Guidelines (WCAG), and align with business, stakeholder, and end user priorities.
- 20% +/- 10%
• Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests.
- 20% +/- 10%
• Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; meets with clients and stakeholders to gather requirements; acts as key QA point of contact for new releases.

User Experience Designer

20% +/- 10%

- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related 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 personal computer and copier.
- Ability to utilize a variety of website development and maintenance software.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, user experience/user interface design best practices, and Web Content Accessibility Guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.

Effective Date: 04.25.2018

Last Modified: 03.18.2019

User Experience Designer

- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

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.