

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0139

Sponsored by: **Councilmember Baker 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 May 4, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) 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: *Benefits Analyst*

Class Number: 14071  
Pay Grade: 9A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019.  
Changes were made to distinguishing characteristics, essential job functions and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Manager, Business Services*  
Class Number: 11041  
Pay Grade: 16A/Exempt  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, and language and formatting. A Technology Requirement section was added. Pay Grade increased from 15A to 16A.

Exhibit C: Class Title: *Manager, Investigation*  
Class Number: 19023  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Supervisor, Engineering Maps*  
Class Number: 18101  
Pay Grade: 12A/Exempt (No change)  
\* Update made per the Fiscal Office's request. The Department was changed from Public Works to the Fiscal Office as the County Charter placed this responsibility under the Fiscal Office. The licensure requirements were removed as they were determined by management to be unnecessary for this position-the Chief Surveyor is responsible for any official documents that require a license.

Proposed Deleted Classification:

Exhibit E: Class Title: *Crime Analyst*  
Class Number: 12141  
Pay Grade: 11A/Exempt  
\* This position is currently vacant and the duties previously performed by this position will be performed by an employee in the Intelligence Analyst classification.

**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. Baker, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

Yeas: Conwell, Turner, Stephens, Simon, Baker, Miller, Sweeney, Tuma, Gallagher and Jones

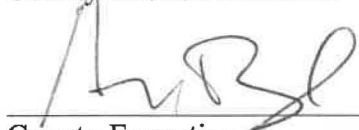
Nays: None



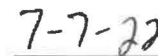
County Council President



Date



County Executive



Date



Clerk of Council



Date

First Reading/Referred to Committee: June 7, 2022

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

Journal CC047

July 5, 2022



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Benefits Analyst	<b>Class Number:</b>	14071
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Human Resources	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs and to ensure compliance with County policies and applicable benefits legislation.

### Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees receive general direction from management in the form of broad objectives 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.

### Essential Job Functions

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

40% +/- 10%

- Assists Benefits Manager with day-to-day administration of the County's benefits programs; processes benefit changes, new hire and qualifying event enrollments, and terminations; revises and updates benefits plan documents; reviews data to ensure that payroll deductions are correct; receives employee requests for changes to benefits plans and determines whether an employee is eligible; prepares and disseminates information about employee benefits; calculates retroactive benefits deductions due to benefits changes; prepares notifications and invoices for employees on unpaid leave; removes ineligible dependents from employee benefits and notifies employee; processes Evidence of Insurability approvals and denials; submits enrollment information for ineligible dependents and employees on unpaid leave into vendor system for COBRA eligibility as appropriate; receives checks for benefits payments and submits for processing; prepares and submits death claims to vendor; performs audits of benefits information as necessary.

25% +/- 10%

- Acts as a point of contact for benefits program related support and communications; provides support and assistance to County employees, beneficiaries, and Human Resources with benefits plan options, eligibility, and claim questions and issues; responds to telephone and email inquiries from County employees and resolves or refers issues as appropriate; assists beneficiaries through the claims process for deceased employees and their dependents; coordinates with other County departments, vendors, and consultants to resolve issues or communicate information (e.g., vendor system issues, HRIS system issues, advise of enrollment updates, etc.).



## Benefits Analyst

25% +/- 10%

- Performs benefits program related data entry and reporting; performs data entry and updates to HRIS and vendor systems for benefits related data; reviews reports (e.g., vendor error reports, vendor reconciliation reports, MSA reconciliation reports, etc.) in vendor and HRIS systems, identifies discrepancies, and resolves errors; creates various biweekly and monthly reports (e.g., eligibility reports, retroactive deductions reports, FSA reports, DOE reports, Flex roster, etc.).

10% +/- 5%

- Performs research, analysis, and reporting to support and make recommendations for decisions regarding benefits program strategies, policies, and processes; assists with benefit analysis requests regarding unions; researches and remains abreast of government regulations, legislation, and benefits trends; assists with research and analysis to ensure that benefits plans meet healthcare law requirements; produces comprehensive benefits analyses reports as requested by management; identifies and makes recommendations for process improvements regarding administering and monitoring benefits programs.

5% +/- 2%

- Supports open enrollment by performing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system creation, testing, and verification.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, human resource management, labor relations, employment relations, or a related field of study with three (3) years of benefits administration 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 office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft Access), HRIS software (S3 Payroll, GHR), and benefits administration software (WageWorks, CVS, Guardian, P&A, etc.).

#### **Supervisory Requirements**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

## Benefits Analyst

### **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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, reconciliation reports, eligibility reports, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Health Insurance Portability and Accountability Act (HPAA), Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Internal Revenue Service (IRS) Guidelines, and Benefits Manual.
- Ability to prepare benefits and wellness communications, presentations, notices, invoices, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource benefits terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, 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.*

## Benefits & Wellness Specialist



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Business Services	<b>Class Number:</b>	11041
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	All Departments	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to manage and coordinate the business services activities for a County department.

### Distinguishing Characteristics

This is a management-level classification that is responsible for coordinating and managing the business service and fiscal management activities for an assigned County department(s) as well as supervising lower-level supervisors and other assigned staff. This class works under administrative direction and requires advanced knowledge of business administration and professional management techniques in order to plan, direct, and manage fiscal, administrative, and management functions for assigned department(s). The employee is expected to consult and collaborate with superiors 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. Duties and percentage of time spent will vary according to department assignment.

### Essential Job Functions

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

30% +/- 10%

- Plans, directs, and coordinates the fiscal management activities for a County department(s); participates in budget planning, review, and preparation activities in coordination with department leadership; oversees accounts receivable and accounts payable activities; monitors receipt and disbursement of funds and ensures compliance with policies and procedures; performs cash flow management activities for department's accounts and reconciles accounts; directs general procurement activities for department(s) including approving transactions in the procurement system; reviews and updates fiscal policies and procedures and ensures compliance with applicable local, state, and federal regulations; establishes and oversees implementation of fiscal controls; coordinates with other County departments to accomplish various fiscal activities (contract development, procurement reviews, budget development/defense, software training and use, etc.); participates in forecasting and strategic planning regarding budgetary and fiscal matters and financial performance; outlines needed adjustments

20% +/- 10%

- Coordinates and manages the business services activities for a County department; analyzes operations for fiscal and operating improvements and makes recommendations; communicates and coordinates with department leadership regarding fiscal activities and impact on business services; coordinates capital projects' fiscal management; coordinates and assists with contract management activities including determining purchasing requirements, vendor selections, contract negotiations, and contract awards, amendments, and terminations; coordinates grant management activities; ensures compliance with regulations in handling of federal/state funds; ensures that department and program fiscal operations are in compliance with applicable local, state, and federal regulations.

## Manager, Business Services

15% +/- 5%

- Supervises and directs the work of lower-level supervisors 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Administers and manages various aspects of County, State, and Federal programs including program budget, expenditures, eligibility costs, random moment time studies, cost allocations, and contracts.

10% +/- 5%

- Coordinates preparation and maintenance of records, reports, and studies related to fiscal activities and operations; oversees preparation of department financial and budget reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, fiscal ledgers, and federal grant budget revisions and summaries; ensures all required reporting is completed in accordance with state and federal regulations and by the specified deadlines; cooperates and assists with state and federal auditing process.

10% +/- 5%

- Performs related administrative responsibilities; responds to emails and phone calls; attends and conducts various trainings and meetings; conducts and coordinates management studies; functions as liaison with other internal County departments and external government entities, organizations, and businesses;.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, accounting, finance, or related field with six (6) years of accounting, fiscal, or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise business management software (Infor Lawson), and various database software depending on department assignment.

## Manager, Business Services

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information, and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including financial reports, budget reports, assessment reports, invoice vouchers, payroll forms, disbursement reports, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Employee Handbook, state reporting requirements, federal and state funding and program regulations, purchasing manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, summary reports, contracts, budgets, budget projections and allocations, vouchers, performance reviews, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, 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 and basic legal terminology and language.
- Ability to communicate with County Council, directors, managers, supervisors, subordinates, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.



## Manager, Business Services

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Investigation	<b>Class Number:</b>	19023
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Health and Human Services	<b>EXHIBIT C</b>	

### Classification Function

The purpose of this classification is to organize, coordinate, and direct the activities of the Investigation Department and its personnel.

### Distinguishing Characteristics

This is a manager level classification that is responsible for managing investigations into fraud or overpayments for both public assistance programs and internal investigations across Health and Human Service agencies as well as supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. This position oversees the operations and promotes the efficiencies of the Investigation Department, incorporates process improvements, and ensures that work meets time and quality objectives. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and 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.**

35% +/- 10%

- Supervises Investigation Supervisors, Internal Audit staff, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

35% +/- 10%

- Manages the Investigation Department and its activities; oversees and ensures that the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; gathers and analyzes department performance data; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives, and activities of department to ensure continuing operations.

20% +/- 10%

- Performs investigative duties; provides guidance and assistance to assigned staff on claims cases or internal cases; provides assistance to case prosecutors and federal and state agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.

## Manager, Investigation

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with federal and state fraud units, law enforcement, and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No additional license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including database software (Microsoft Access), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (MS Publisher, PowerPoint), and case management information systems.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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



## Manager, Investigation

### **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 prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook, program guidelines, and ethics policies.
- Ability to prepare monthly, quarterly, and annual summary reports, collections data, claims processed summary, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, 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 related legal and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, attorneys, auditors, law enforcement personnel, other County, State and Federal personnel, Unions, 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

<b>Class Title:</b>	Supervisor, Engineering Maps	<b>Class Number:</b>	18101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Fiscal Office	<b>EXHIBIT D</b>	

### Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise the Tax Map Unit and maintain information for the Geographical Information System.

### Distinguishing Characteristics

This is the first line supervisory level classification, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit's activities are performed in a timely manner and according to requirements.

### Essential Job Functions

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

- 25% +/- 10%
- Approves all survey plats, condominium plats, lot splits and new legal descriptions for property within the County; maintain the property tax maps for the County; maintains the property information for the GIS.
- 25% +/- 10%
- Assists the public in the filing of plats and deeds.
- 20% +/- 10%
- Review, revises and corrects mistakes or errors in the tax maps.
- 15% +/- 5%
- Supervises and directs the work of Tax Map Technicians 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.
- 15% +/- 5%
- Assists the Fiscal Office in interpreting legal descriptions; assists the Prosecutor's Office in interpreting legal descriptions on foreclosed property; provides the Prosecutors Office with 1,000-foot radius maps.

Supervisor, Engineering Maps

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in civil engineering or surveying with five (5) years of land surveying experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certifications 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, multifunction printer, and plotter printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including three-dimensional computer aided design software (MicroStation), enterprise content management software (OnBase), and word processing software (MS Word).

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

#### **Mathematical Ability**

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

#### **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 plats for recording, legal descriptions, employee timesheets, letters, survey plats, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, Ohio surveying laws, land surveyor reference manual, Ohio land subdivisions, conveyance standards and other related documents.

## Supervisor, Engineering Maps

- Ability to prepare plat review forms, volume and page charts 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 and legal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Crime Analyst	<b>Class Number:</b>	12141
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Sheriff's Department	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Sheriff's Department, Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

### Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

### Essential Job Functions

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

- 50% +/- 10%
- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%
- Provides support to other divisions of the Sheriff's Department, Department of Public Safety and Justice Services, and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%
- Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%
- Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.

## **Crime Analyst**

### **Additional Requirements for all levels**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

#### **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.*