

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0151

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.
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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 June 1, 2022, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through Z) 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: *Building Rehabilitations Specialist*

Class Number: 19011
Pay Grade: 7A/Non-Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.

Exhibit B: Class Title: *Information Technology Service Management Analyst*
Class Number: 16081
Pay Grade: 9B/Non-Exempt
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, mathematical ability, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 8B to 9B.

Exhibit C: Class Title: *Senior Staff Auditor*
Class Number: 11132
Pay Grade: 14A/Exempt
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, distinguishing characteristic, and minimum qualifications. A Technology Requirements section was added. Pay Grade increased from 13A to 14A.

Exhibit D: Class Title: *Staff Auditor*
Class Number: 11131
Pay Grade: 11A/Exempt
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. Pay Grade increased from 10A to 11A.

Exhibit E: Class Title: *Supervisor, Building Rehabilitation Specialist*
Class Number: 19012
Pay Grade: 9A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA status.

Exhibit F: Class Title: *Supervisor, Geriatric Behavioral Health Nurse*

Class Number: 17051
Pay Grade: 11A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, distinguishing characteristic, and physical requirements. A Technology Requirements section was added. No change to pay grade or FSLA status.

Proposed Deleted Classification:

- Exhibit G: Class Title: *Evidence Technician*
Class Number: 12171
Pay Grade: 5A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit H: Class Title: *Forensic Scientist I- DNA*
Class Number: 12231
Pay Grade: 10A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit I: Class Title: *Forensic Scientist I- Drug Chemistry*
Class Number: 12261
Pay Grade: 10A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit J: Class Title: *Forensic Scientist I- Fingerprint*
Class Number: 12241
Pay Grade: 10A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit K: Class Title: *Forensic Scientist I- Firearms and Toolmarks*
Class Number: 12281
Pay Grade: 10A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit L: Class Title: *Forensic Scientist I- Toxicology*
Class Number: 12251
Pay Grade: 10A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

- Exhibit M: Class Title: *Forensic Scientist 1- Trace Evidence*
Class Number: 12271
Pay Grade: 10A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit N: Class Title: *Forensic Scientist 2- DNA*
Class Number: 12232
Pay Grade: 11A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit O: Class Title: *Forensic Scientist 2- Drug Chemistry*
Class Number: 12262
Pay Grade: 11A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit P: Class Title: *Forensic Scientist 2- Fingerprint*
Class Number: 12242
Pay Grade: 11A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit Q: Class Title: *Forensic Scientist 2- Firearms and Toolmarks*
Class Number: 12282
Pay Grade: 11A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit R: Class Title: *Forensic Scientist 2- Toxicology*
Class Number: 12252
Pay Grade: 11A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit S: Class Title: *Forensic Scientist 2- Trace Evidence*
Class Number: 12272
Pay Grade: 11A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
- Exhibit T: Class Title: *Forensic Scientist 3 - DNA*
Class Number: 12233
Pay Grade: 13A/Exempt

* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit U: Class Title: *Forensic Scientist 3- Drug Chemistry*
Class Number: 12263
Pay Grade: 13A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit V: Class Title: *Forensic Scientist 3- Fingerprint*
Class Number: 12243
Pay Grade: 13A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit W: Class Title: *Forensic Scientist 3- Firearms and Toolmarks*
Class Number: 112283
Pay Grade: 13A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit X: Class Title: *Forensic Scientist 3- Toxicology*
Class Number: 12253
Pay Grade: 13A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit Y: Class Title: *Forensic Scientist 3- Trace Evidence*
Class Number: 12273
Pay Grade: 13A/Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Exhibit Z: Class Title: *Laboratory Technician- Toxicology*
Class Number: 12191
Pay Grade: 5A/Non-Exempt
* Employees in this classification are now part of a bargaining unit represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

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.

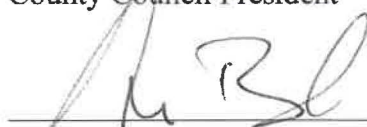
Yeas: Turner, Simon, Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell and Jones

Nays: None



County Council President

7/21/22
Date



County Executive

7-21-22
Date



Clerk of Council

7-21-22
Date

First Reading/Referred to Committee: June 21, 2022

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

Committee Report/Second Reading: July 5, 2022

Journal CC047

July 19, 2022

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	19011
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Development	EXHIBIT A	

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, inspecting, and managing of housing related rehabilitation activities for the Community Development Division.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

Essential Job Functions

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

- 45% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets; Monitors CDBG and HOME Investment Partnership program, grant, and loan recipients to ensure they follow the Davis Bacon Prevailing Wage; monitors and reports of the Federally required Minority, Female, Small and /or Disadvantaged Business Enterprises, as well as the HUD required Section 3 activity.
- 35% +/- 10%
- Develops work specifications and cost estimates for projects utilizing construction software; prepares project specifications and bid documentation so that projects can be bid out; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to ensure validity of the requests and associated costs; prepares change orders with client and contractor approval.

Building Rehabilitation Specialist

20% +/- 10%

- Performs supporting administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (OneRoof).

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

Building Rehabilitation Specialist

- 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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, inspection sign off, lead risk assessments, loan documents, production reports, historic compliance reports, Healthy Homes Rating Systems report, BOH final lead clearance report, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, OSHA guidelines, city and state historical guidelines, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications,, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, homeowners, Historic Preservation Personnel, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness/humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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:	IT Service Management Analyst	Class Number:	16081
FLSA:	Non-Exempt	Pay Grade:	9B
Dept:	Information Technology	EXHIBIT B	

Classification Function

The purpose of this classification is to design, develop, and maintain technology solutions, software, and applications as they apply to the Intranet and Internet environment.

Distinguishing Characteristics

This is an entry level classification with responsibility for designing, maintaining, and supporting software and applications for end users utilizing the contracted IT service management system(s). Employees in this class work under initial close supervision progressing to direct supervision as work experience is gained. The employee works within a framework of established regulations, policies, and procedures but is expected to use judgment in performing work.

Essential Job Functions

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

- 45% +/- 10%
- Designs and maintains technology solutions through the contracted IT service management system(s); identifies user requirements and translates it into a technical analysis to be reviewed by the team or lines of business with the software; creates and/or modifies configuration files to build workflows in IT service management system(s); designs screen layouts; analyzes and reconfigures major and minor business objects; builds-in new functionality with the system; creates implementation system documentation.
- 20% +/- 10%
- Creates new and updates existing automation processes and workflows operations in IT service management systems(s); programs and builds out automated processes and triggers to gain efficiencies and reduce the need for repetitive tasks.
- 20% +/- 10%
- Designs various reports based around the IT service management system(s) to proactively track metrics for technical issues and software renewals; develops automated reports for client's business needs; programs the software and designs the screen layout to output usable data in the form of a report; programs the software to convert data into usable information to steer business decisions and direction on how the department is performing.
- 10% +/- 5%
- Serves as an expert for County Departments regarding the IT service management system(s); provides system support with development issues; answers user questions related to the software and various tools; resolves issues and submitted tickets related to the IT service management system(s); works in coordination with system vendor to resolve system issues; creates training documentation for end users.

IT Service Management Analyst

5% +/- 2%

- Researches IT service management system(s) to better manipulate and use the software frameworks and tools in order to solve business projects; communicates regularly with consultants about IT service management system(s); participates in training sessions to develop and share knowledge and skills about the system; completes self-learning and research to identify how to complete complex business projects; attends virtual training conferences and webinars.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in computer programming, information technology, or related field with two (2) years of related information technology experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and IT service management software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including technical design documents, incident tickets, quarterly technical system updates, system generated reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, software development standards and guidelines, departmental policy manual, computer software manuals, and systems manuals.

IT Service Management Analyst

- Ability to prepare diagrams, various data reports, memos, correspondence, workflows, implementation plans, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret application design and computer terminology and languages.
- Ability to communicate effectively with managers, supervisors, co-workers, vendor technical support, consultants, end users, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Staff Auditor	Class Number:	11132
FLSA:	Exempt	Pay Grade:	14A
Dept:	Internal Audit	EXHIBIT C	

Classification Function

The purpose of this classification is to plan, oversee, and conduct audits on County departments as well as serve as a lead worker for lower-level staff auditors.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Internal Audit. The Senior Staff Auditor is responsible for the planning and oversight of audit assignments and risk assessments. This class works under direction from the Internal Audit Manager and is responsible for ensuring audits are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and will receive instruction or assistance only as unusual situations arise. The Senior Staff Auditor is expected to exercise independent judgment and initiative in performing work.

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%

- Plans, oversees, and conducts control, substantive, and compliance audit testing of specified financial and operational areas using acceptable audit techniques; gathers financial and operational data to develop audit planning activities and conduct audits; conducts meetings, interviews, and employee observations to gain information about auditee operations, processes, and procedures; develops narratives detailing auditee processes; collects and reviews auditee operational documentation; conducts research on auditee, previous audits, and industry background information; develops attributes, spread sheets, and workpapers to be used in testing procedures and documentation; reviews relevant documents and audit evidence to test with the drafted attributes; analyzes test results and noted deficiencies to develop and write findings and recommendations; identifies and stores proper audit evidence and workpapers in an audit software; communicates with audit clients to gather information, report findings, and review management responses; prepares standard audit planning workpapers.

20% +/- 10%

- Drafts audit findings and recommendations based on testing results using the proper templates and standardized format; prepares reports of noncompliance or weakness; submits findings and recommendations to Internal Audit Manager for review and comment; communicates results of internal audit to the auditee, Audit Committee, Council, County Executive, and the public; performs follow-up audit procedures related to resolution and close out of issues from audit reports.

15% +/- 5%

- Conducts and reviews annual risk assessments of auditable units of the County to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations; gathers information for risk assessments through questionnaires and interviews; scores the interviews and/or completed risk assessments to determine a risk rating; records risk ratings into

Senior Staff Auditor

an auditing management software (i.e., TeamMate); creates comprehensive risk rankings and drafts the relative report.

15% +/- 5%

- Serves as a lead worker for the Staff Auditors; assigns, coordinates, and reviews Staff Auditors' work; answers Staff Auditors' questions and provides assistance as necessary; provides quality control of Staff Auditor's work; drafts and administers training materials; oversees audit hours to help Staff Auditors stay within budget.

10% +/- 5%

- Assists Audit Manager with planning audits in accordance with the Annual Audit Plan; participates in team planning meetings; determines audit timelines; determines preliminary objectives, potential obstacles, and any new risks; writes new audit procedures to be performed during the audit; participates in the completion of internal projects to improve documentation, performance measures, standards, and transparency.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with three (3) years previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance

Additional Requirements

- Certification commensurate with knowledge of audit practices and/or fraud assessment (Certified Internal Auditor, Certified Fraud Examiner, Certified Information System Auditor, Certified Government Auditing Professional, Certified Global Management Accountant, Certified Bank Auditor, or Certified Public Accountant) or the obtainment of such within one year of employment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), audit management software (TeamMate), data analytic software (IDEA), and enterprise resource planning software (SAP, Lawson).

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.

Mathematical Ability

Senior Staff Auditor

- 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 raw data from IT, audit workpapers, audit schedules, financial system reports (FAMIS or Lawson), trial reports, bank statements, contracts, cash financial statements, grants, Annual Comprehensive Financial Reports (ACFR), vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards International Professional Practice Framework (IPPF), Auditor of State website, County Charter, Ohio Revised Code, Employee Handbook, Code of Federal Regulations, Internal Charter, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations, Annual Risk Assessment Report, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, auditing, and legal terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Staff Auditor	Class Number:	11131
FLSA:	Exempt	Pay Grade:	11A
Dept:	Internal Audit	EXHIBIT D	

Classification Function

The purpose of this classification is to assist in the planning and performance of auditing assignments and risk assessments, of selected County departments.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Department of Internal Audit. The Staff Auditor is responsible for assisting in the performance of timely and accurate risk assessments and financial and performance audits. This class works under general supervision from the Internal Audit Manager and/or Senior Staff Auditor but with increasing independence as work experience is gained. The employee works within a framework of established regulations, policies, procedures, and is expected to use professional judgment in performing work.

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%
- Conducts control, substantive, and compliance audit testing of specified financial and operational areas using acceptable audit techniques; gathers financial and operational data to develop audit planning activities and conduct audits; conducts meetings, interviews, and employee observations to gain information about auditee operations, processes, and procedures; develops narratives detailing auditee processes; collects and reviews auditee operational documentation; conducts research on auditee, previous audits, and industry background information; develops attributes, spread sheets, and workpapers to be used in testing procedures and documentation; reviews relevant documents and audit evidence to test with the drafted attributes; analyzes test results and noted deficiencies to develop and write findings and recommendations; identifies and stores proper audit evidence and workpapers in an audit management software; communicates with audit clients to gather information, report findings, and review management responses; assists and reviews work of other Staff Auditors related to audit testing; assists in preparing standard audit planning workpapers; monitors hours spent on each audit project.
- 15% +/- 5%
- Drafts preliminary audit findings and recommendations based on testing results using the proper templates and standardized format; submits findings and recommendations to Internal Audit Manager for review and comment; assists Manager and Director with drafting audit reports; communicates results of internal audit to the auditee, Audit Committee, Council, County Executive, and the public; performs follow up audit procedures related to resolution and close out of any issues from audit reports.
- 15% +/- 5%
- Conducts risk assessments of auditable units of the County to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations; gathers information for risk assessments through questionnaires and interviews; scores the interviews and/or

Staff Auditor

completed risk assessments to determine a risk rating; records risk ratings into an audit management software (i.e., TeamMate); creates comprehensive risk rankings.

15% +/- 5%

- Assists Audit Manager and/or Senior Staff Auditor with planning audits in accordance with the Annual Audit Plan; participates in team planning meetings; discusses status of assigned audit work and projection for completion; determines preliminary objectives, potential obstacles, and any new risks; assists in the completion of internal projects to improve documentation, performance measures, standards, and transparency.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with one (1) year of previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), audit management software (TeamMate), data analytic software (IDEA), and enterprise resource planning software (SAP, Lawson).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 raw data from IT, audit workpapers, audit schedules, audit evidence, financial system reports (FAMIS or Lawson), trial reports, bank statements, contracts, cash financial statements, grants, Annual Comprehensive

Staff Auditor

Financial Reports (ACFR), vouchers, receipts, purchase orders, invoices, and operational documents and reports.

- Ability to comprehend a variety of reference books and manuals including the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards International Professional Practices Framework (IPPF) , Auditor of State website, County Charter, Government Accounting Standards Board (GASB) guidelines; Ohio Revised Code, Employee Handbook, Code of Federal Regulations, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, test workpapers, audit programs, spreadsheets, audit findings, draft audit reports and recommendations, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, auditing, and legal terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Rehabilitation Specialist	Class Number:	19012
FLSA:	Exempt	Pay Grade:	10A
Dept:	Development	EXHIBIT E	

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. This position oversees the operations and promotes the efficiencies of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives. This class reports to the Deputy Director of Housing & Community Development. Employees are expected to exercise judgment in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing, housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications =; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets.
- 25% +/- 10%
- Oversees contractor payrolls according to federal regulations; conducts personnel wage interviews with contractors; maintains prevailing wage law updates; prepares and maintains reports and records regarding prevailing wages; resolves issues with prevailing wages and makes recommendations; monitors contract compliance and performs construction site inspections for prevailing wage laws; oversees the monitoring of federally funded activities and reporting of the required Minority, Female, Small and /or Disadvantaged Business Enterprises as well as the HUD required Section 3 activity.

20% +/- 10%

Supervisor, Building Rehabilitation Specialist

- Supervises and directs the work of the Building Rehabilitation Specialist(s); 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%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to ensure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

15% +/- 5%

- Performs supporting administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computers and multifunction printer.
- Ability to walk, balance, climb, crouch, crawl, bend, and twist during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

Supervisor, Building Rehabilitation Specialist

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and word processing software (Microsoft Word).

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 utilize basic principles of algebra and geometry.

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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, reimbursement requests, staff mileage and timesheets, loan documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, various grant site spreadsheets, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Supervisor, Building Rehabilitation Specialist

- Ability to supervise and counsel employees, to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications,, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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, Geriatric Behavioral Health Nurse	Class Number:	17051
FLSA:	Exempt	Pay Grade:	11A
Dept:	Senior and Adult Services	EXHIBIT F	

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning, and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for assessing clients' medical status, mental health, and cognitive functioning, and supervising assigned staff. This class works under general direction from a Deputy Administrator, Community Programs. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations. This position requires visiting and interacting with clients in their homes.

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%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; provides nursing assessments for new (same day) clients and existing APS clients; checks vitals and monitors heart rate; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability and mental health with various assessments (e.g., Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine client's capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 5%

- Conducts home visits; examines the home for environmental hazards; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

Supervisor, Geriatric Behavioral Health Nurse

10% +/- 5%

- Supervises and directs the work of Behavioral Health employees 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.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Biennial renewal of registered nursing license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to bend and twist, and the ability to lift, push, and pull up to 25 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (ODAPS, PeerPlace).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.

Supervisor, Geriatric Behavioral Health Nurse

- 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.

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 client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Employee Handbook, Centers for Medicare and Medicaid Services, APS state mandate, policies, and procedures, HIPAA, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, correspondence, lab reports, medical notes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, mental health, and related legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, bright/dim lights, noise extremes, animals, and temperature extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Evidence Technician	Class Number:	12171
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office	EXHIBIT G	

Classification Function

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

Distinguishing Characteristics

This is an entry level classification. Employees in this class work under immediate supervision and guidance with little need for independent judgment required. Decisions are made within pre-established guidelines and assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

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

Evidence Technician

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and one (1) year of experience performing clerical and inventory control duties; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to push, pull, and lift up to 50 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

Evidence Technician

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

Environmental Adaptability

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

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 Scientist 1 - DNA	Class Number:	12231
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	EXHIBIT H	

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of DNA evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of DNA evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; performs serological analysis and microscope examinations; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage.

- 25% +/- 10%
- Prepares and analyzes DNA samples; extracts, quantifies, and amplifies DNA using instrumentation/technologies used by DNA unit; prepares DNA for analysis on genetic analyzer; maintains analysis documentation; ensures application of and adherence to appropriate techniques in the preparation and examination of selected DNA evidence.

- 20% +/- 10%
- Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

- 5% +/- 2%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Forensic Scientist 1 – DNA

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including microscopes, analytical balance, infrared viewer, UV cross linker, centrifuges, vortex, heat blocks, thermometers, timers, pipettes, and camera.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and 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 serology data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, requests for information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.

Forensic Scientist 1 – DNA

- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, diseases, bodily fluids, violence, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Drug Chemistry	Class Number:	12261
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	EXHIBIT I	

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of drug evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of drug evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis; records observations; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records.

- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

- 5% +/- 2%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Forensic Scientist 1 – Drug Chemistry

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Drug Chemistry

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	12241
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	EXHIBIT J	

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of fingerprint evidence and the identification of individuals.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of fingerprint evidence and the identification of individuals. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 45% +/- 10%
- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.
- 30% +/- 10%
- Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.
- 15% +/- 5%
- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Forensic Scientist 1 – Fingerprints

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Fingerprints

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Firearms and Toolmarks	Class Number:	12281
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office	EXHIBIT K	

Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

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.

- 85% +/- 10%
- Uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in natural/physical science and six (6) months of laboratory experience performing firearm/toolmark evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

Competency and annual proficiency testing required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Forensic Scientist 1 – Firearms & Toolmarks

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

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 chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	12251
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	EXHIBIT L	

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in support of postmortem, human performance, and drug-facilitated crime investigations.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with the analysis of toxicology evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis; maintains analysis documentation; enters analytical case results into computer database; compiles case records.

- 20% +/- 10%
- Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.

- 15% +/- 5%
- Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed; testifies in court as required.

Forensic Scientist 1 - Toxicology

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in chemistry, biology, forensic science, or a related field.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, and 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 instrumental data, proficiency data, toxicology reports, method validation data, charts, graphs, case history information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology texts, journal articles, chemistry books, instrument manuals, and hazardous materials records.
- Ability to prepare training records, competency records, toxicology case records, data analysis reports, method validation reports, toxicology reports, quality control records, daily work logs, departmental memos, and reports, standard operating procedures, and other job-related documents using prescribed formatting and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical/scientific terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 - Toxicology

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, biological diseases, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Trace Evidence	Class Number:	12271
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	EXHIBIT M	

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of trace evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of trace evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; attends crime scenes with a senior Trace Evidence Forensic Scientist to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 5%
- Prepares and analyzes trace evidence samples; applies instrumental, physical, and chemical techniques in the examination of selected trace evidence sub-disciplines; utilizes scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, and fluorescence microscopes; performs serological analysis and microscopic examinations; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.
- 15% +/- 5%
- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or

Forensic Scientist 1 – Trace Evidence

research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science; or related field.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Trace Evidence

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - DNA	Class Number:	12232
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office	EXHIBIT N	

Classification Function

The purpose of this classification is to recognize, collect, and analyze DNA evidence; to produce DNA reports for analyses performed; and to testify in the court of law as to the results of the DNA examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of DNA evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer.
- 35% +/- 10%
- Documents observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provides opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness; performs administrative and technical review of data, DNA case files, and reports generated by other scientists.
- 15% +/- 5%
- Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; gives presentations; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Forensic Scientist 2 – DNA

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics and two (2) years of forensic DNA analysis experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including microscopes, analytical balance, infrared viewer, UV cross linker, centrifuges, vortex, heat blocks, thermometers, timers, pipettes, and camera etc.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and 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 serology data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS confirmation letters, CODIS data and reports, requests for information, subpoenas, billing invoices, autopsy reports, supply order requests, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Quality Assurance Manuals, Standard Operating Procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, charts, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.

Forensic Scientist 2 – DNA

- Ability to review, evaluate, and revise work product submitted by other team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, diseases, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Drug Chemistry	Class Number:	12262
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner’s Office	EXHIBIT O	

Classification Function

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.

- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical regents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

- 10% +/- 5%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 2 – Drug Chemistry

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

Forensic Scientist 2 – Drug Chemistry

- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Fingerprints	Class Number:	12242
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office	EXHIBIT P	

Classification Function

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 45% +/- 10%
- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questions prints to known standards; maintains logs and records of examinations performed.

- 15% +/- 5%
- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

- 15% +/- 5%
- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.

- 10% +/- 5%
- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 2 – Fingerprints

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

Forensic Scientist 2 – Fingerprints

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Firearms and Toolmarks	Class Number:	12282
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner’s Office	EXHIBIT Q	

Classification Function

The purpose of this classification is to examine and interpret firearms and toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

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.

- 65% +/- 10%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 5%
- Reviews/compiles case files and firearm evidence.
- 10% +/- 10%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in natural/physical science and two (2) years of laboratory experience performing firearms and toolmark evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

No 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

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 chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

Forensic Scientist 2 – Firearms and Toolmarks

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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 Scientist 2 - Toxicology	Class Number:	12252
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office	EXHIBIT R	

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in support of postmortem, human performance, and drug-facilitated crime investigations.

Distinguishing Characteristics

This is a journey-level classification responsible for performing toxicological analyses. Incumbents establish and maintain quality control and ensure proper analysis of toxicological specimens. Employees receive instruction or assistance as new or unusual situations arise and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Documents and records observations and results of toxicological analyses; reviews, analyzes, and compiles data; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; enters analytical case results into computer database; compiles case records; testifies in court as required.

- 25% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis.

- 15% +/- 5%
- Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.

- 15% +/- 5%
- Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

Forensic Scientist 2 - Toxicology

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in chemistry, biology, forensic science, or a related field and two (2) years of toxicology analysis experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, and 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 instrumental data, proficiency data, toxicology reports, method validation data, charts, graphs, case history information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology texts, journal articles, chemistry books, instrument manuals, and hazardous materials records.

Forensic Scientist 2 - Toxicology

- Ability to prepare training records, competency records, toxicology case records, toxicology unit presentations, data analysis reports, method validation reports, toxicology reports, quality control records, daily work logs, departmental memos, standard operating procedures, and other job-related documents using prescribed formatting and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work products submitted by lower level team members.
- Ability to use and interpret legal and medical/scientific terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, biological diseases, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Trace Evidence	Class Number:	12272
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office	EXHIBIT S	

Classification Function

The purpose of this classification is to recognize, collect, and analyze trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, physical matching, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 15% +/- 5%
- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 5%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 5%
- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

Forensic Scientist 2 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed; testifies in court of law as an expert witness.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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.

Forensic Scientist 2 – Trace Evidence

- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare proficiency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - DNA	Class Number:	12233
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	EXHIBIT T	

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of DNA evidence; to upload DNA profiles into the Combined DNA Index System (CODIS); and to testify in court as to the results of DNA analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of DNA evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Serves as lead worker in the DNA unit; fills in for supervisor during absences; performs administrative and technical review of data, DNA case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer and/or CODIS Manager; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring DNA unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment, instrumentation, and analytical methods.
- 25% +/- 10%
- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer and analyzes data.
- 25% +/- 10%
- Documents and records observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provide opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

Forensic Scientist 3 – DNA

5%+/- 2%

- Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15%+/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; gives presentations; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with a coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics and five (5) years of forensic DNA analysis experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, analytical balance, infrared viewer, UV cross linker, centrifuges, vortex, heat blocks, thermometers, timers, pipettes, and camera.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (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 and calculate decimals and percentages and 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.

Forensic Scientist 3 – DNA

- Ability to comprehend a variety of informational documents including serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS confirmation letters, CODIS data and reports, requests for information, subpoenas, billing invoices, autopsy reports, supply order requests, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, forms, charts, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, diseases, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Drug Chemistry	Class Number:	12263
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	EXHIBIT U	

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of drug evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 3 – Drug Chemistry

5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies/procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (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.

Mathematical Ability

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

Forensic Scientist 3 – Drug Chemistry

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Fingerprint	Class Number:	12243
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	EXHIBIT V	

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%

- Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.

15% +/- 5%

- Prepares and analyzes fingerprint evidence; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.

15% +/- 5%

- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

Forensic Scientist 3 – Fingerprints

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (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.

Forensic Scientist 3 – Fingerprints

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Firearms & Toolmarks	Class Number:	12283
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office	EXHIBIT W	

Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met. This is a dedicated position in some laboratories.

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%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 10%
- Reviews/compiles case files and firearm evidence; testifies as firearm expert witness in court as required.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Forensic Scientist 3 – Firearms & Toolmarks

- Ensures overall quality of results; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use. 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians. 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding scientific analysis; Prepares for court testimony and testifies in court as an expert witness. 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field, presents results of research at national meetings, and publishes in peer-reviewed scientific journals. 5% +/- 2%
- Performs other duties as assigned by the Laboratory Supervisor. 5% +/- 2%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Natural/Physical Science, Forensic Science, or related field and five (5) years of laboratory experience performing firearm and toolmark comparisons and analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

No 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

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 chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.

Forensic Scientist 3 – Firearms & Toolmarks

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - Toxicology	Class Number:	12253
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	EXHIBIT X	

Classification Function

The purpose of this classification is to serve as the team lead in the toxicological analysis of biological specimens; and to testify in court to the results of toxicological analyses as required.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the toxicological analysis of biological specimens. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control and ensure proper analysis of toxicological specimens. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Serves as lead worker in the toxicology unit; fills in for supervisory staff during absences; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring toxicology unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment, instrumentation, and analytical methods.
- 20% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis.
- 20% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles data; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; enters analytical case results into computer database; compiles case records; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

Forensic Scientist 3 - Toxicology

10% +/- 5%

- Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

5% +/- 2%

Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in chemistry, biology, forensic science, or a related field and five (5) years of toxicology analysis experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including analytical balances, autodiluters, centrifuges, SPE manifolds, rotary vane pumps, pipettes, and cameras.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (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, and calculate decimals and percentages, and perform routine and advanced statistics.

Forensic Scientist 3 - Toxicology

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 instrumental data, proficiency data, toxicology reports, method validation data, charts, graphs, case history information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology texts, journal articles, chemistry books, instrument manuals, and hazardous materials records.
- Ability to prepare training records, competency records, toxicology case records, toxicology unit presentations, data analysis reports, method validation reports, toxicology reports, pre-court testimony, quality control records, daily work logs, departmental memos, standard operating procedures, and other job-related documents using prescribed formatting and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical/forensic terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, biological diseases, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Trace Evidence	Class Number:	12273
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	EXHIBIT Y	

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.

- 20% +/- 10%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.

- 15% +/- 10%
- Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

Forensic Scientist 3 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Forensic Scientist 3 – Trace Evidence

Mathematical Ability

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

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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Laboratory Technician- Toxicology	Class Number:	12191
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office	EXHIBIT Z	

Classification Function

The purpose of this classification is to facilitate work in the toxicology laboratory by performing a variety of administrative, routine testing, laboratory cleaning, supply disposal, and restocking responsibilities.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision then progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this classification. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This position does not supervise but may instruct or train other employees.

Essential Job Functions

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

35% +/- 10%

- Receives, sorts, and stores physical evidence submitted by law enforcement agencies and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; performs variety of laboratory functions and/or prepares testing on evidence; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records; analyzes carboxyhemoglobin for STAT and routine determinations using appropriate analytical techniques and instrumentation; performs/assists Forensic Scientists with other routine testing.

20% +/- 10%

- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence in process of examination in the laboratory; maintains integrity of evidence storage rooms, refrigerators, and freezers; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by forensic accreditation boards, associations, and laboratory policies.

15% +/- 5%

- Enters case results in the information management system based on a testing hierarchy; assists with locating specimens for analysis; prepares specimen collection tubes for Receiving Department and Autopsy Room; acts as the primary person responsible for preparing shipping packages and sending cases out to reference laboratories for testing.

15% +/- 5%

- Assists laboratory staff with cleaning of the laboratory, washing glassware and miscellaneous duties as necessary; maintains laboratory cleanliness by wiping counter surfaces, fume hoods leans and putting away glassware; assists the Quality Assurance Officer and other laboratory staff with walk in refrigerator/freezer organization and evidence sealing; organizes, maintains, and disposes of specimens in the refrigerator and freezer; replaces full biohazard/sharps containers with clean ones

Laboratory Technician

and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps, and glass trash boxes/containers in Extraction and Instrument rooms.

10% +/- 5%

- Prepares a variety of submission, inventory and release documentation; operates computer system, entering data and records into computer system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents; assists with maintenance of records related to room/refrigerator/freezer temperature(s) and hood flow velocity; provides administrative and technical assistance; assists with copying and filing of data; assists with putting away and organizing laboratory supplies.

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required; trains and instructs other employees and interns on performance of Laboratory Technician duties.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years experience in performing clerical and inventory control duties; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a limited variety of automated laboratory machines and laboratory tools and supplies.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, or lift up to 20 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate with supervisor, family members of the deceased, funeral homes personnel, law enforcement personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in "walk-in" refrigerator and freezer environments for short periods of time.
- Work may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, and disease/bodily fluids.

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