

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0377

Sponsored by: **Councilmember Baker on behalf of Cuyahoga County Personnel Review Commission**

A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

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

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

WHEREAS, on September 7, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, in accordance with Section 9.03 of the Charter of Cuyahoga County, it is the intent of the County that, upon approval of this Resolution by County Council, all classifications within the County Sheriff's office shall forever remain within the jurisdiction of the Personnel Review Commission; 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: *Human Resources Business Partner*
Class Number: 14112
Pay Grade: 11A/Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit B: Class Title: *Human Resources Generalist*
Class Number: 14111
Pay Grade: 9A/Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit C: Class Title: *Human Resources Associate*
Class Number: 14101
Pay Grade: 5A/Non-Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit D: Class Title: *Senior HR Associate*
Class Number: 14102
Pay Grade: 6A/Non-Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit E: Class Title: *Talent Acquisition & Employment Specialist*
Class Number: 14141
Pay Grade: 10A/Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit F: Class Title: *Employee & Labor Relations Specialist 1*
Class Number: 14061
Pay Grade: 13A/Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit G: Class Title: *Employee & Labor Relations Specialist 2*
Class Number: 14062
Pay Grade: 14A/Exempt (No change)
* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit H: Class Title: *Compliance Coordinator*
Class Number: 14211

Pay Grade: 12A/Exempt (No change)

* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Exhibit I: Class Title: *Payroll Officer*

Class Number: 14181

Pay Grade: 6A/Non-Exempt (No change)

* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Exhibit J: Class Title: *Time & Attendance Administrator*

Class Number: 14021

Pay Grade: 11A/Exempt (No change)

* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

In accordance with Section 9.03 of the Charter of Cuyahoga County, all classifications within the County Sheriff's office shall be within the sole jurisdiction of the Personnel Review Commission.

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. Turner, the forgoing Resolution was duly adopted.

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

Nays: None


County Council President

11/17/22
Date


County Executive

11-17-22
Date


Clerk of Council

11/16/22
Date

First Reading/Referred to Committee: October 25, 2022

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

Journal CC048

November 9, 2022

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Business Partner	Class Number:	14112
FLSA:	Exempt	Pay Grade:	11A
Dept:	Human Resources and Sheriff's Department	EXHIBIT A	

Classification Function

The purpose of this classification is to provide Human Resources consultation to County agencies in achieving agency goals, and ensuring the proper application of civil service laws, rules, collective bargaining agreements, and related policies and procedures.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for collaborating with Human Resources Managers and agencies to plan, engage, and strategize Human Resources outcomes. The employee works within a framework of established regulations, policies, procedures, and collective bargaining unit agreements (CBA). The incumbent is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Generalist in that this classification has more complex work, requires more work experience, and serves as a lead worker.

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%

- Works collaboratively with the Manager, Human Resources to plan, engage, and strategize Human Resource outcomes for their assigned agency; works along-side Manager, Human Resources to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery.

30% +/- 10%

- Partners with agency management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency operations; analyzes the effects of new laws or administrative regulations on Human Resource programs; works with the Manager, Human Resources and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency objectives and goals; identifies and resolves Human Resource issues and concerns.; serves as a liaison between employees, management, and training; Supports Human Resource services for assigned County agency in the area of employment and benefits; ensures compliance with and provides interpretation of Equal Employment Opportunity (EEO) guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program.

Human Resources Business Partner

10% +/- 5%

- Assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

10% +/- 5%

- Serves as a lead worker; reviews and coordinates the work of Human Resources employees assigned to the agency; partners with Manager, Human Resources in training Human Resources employees assigned to the agency; sits in on employment interviews; acts as Manager, Human Resources when the Manager, Human Resources is out of office.

10% +/- 5%

- Performs supporting administrative duties; represents the assigned agency for all Human Resources related activities and meetings; reviews and approves Family and Medical Leave Act (FMLA) requests; updates organizational charts; researches, analyzes, and presents data; writes reports; gives presentations to management; troubleshoots data and reports; provides reports requested by department directors or managers.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Human Resources management, labor relations, business management, or a related field of study with five (5) years of Human Resources experience; or any equivalent combination of training, education, 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 email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

- Ability to assign, review, and plan 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, calculate decimals and percentages and make use of the principles of routine statistics.

Human Resources Business Partner

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 CBAs, personnel files, FMLA requests, medical documentation, seniority reports, discipline documents, time adjustment forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, memos, request for leave of absence notifications, FMLA designations, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate effectively with HR employees, department leadership, department employees, executive staff, unions, and fiscal employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Generalist	Class Number:	14111
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources and Sheriff's Department	EXHIBIT B	

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; responds to HR concerns, requests, and complaints; addresses and makes determinations on Family Medical Leave Act (FMLA) requests and other employee actions; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management.
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.
- 10% +/- 5%
- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to existing job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.

Human Resources Generalist

10% +/- 5%

- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.

10% +/- 5%

- Works collaboratively with Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas.

10% +/- 5%

- Coordinates and reviews the work of lower level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development.

5% +/- 2%

- Utilizes Enterprise Resource Planning (ERP) system to update employee pay rates and compensation structure information including, but not limited to, salary ranges, job and position information, and manager structure; produces ongoing reporting from ERP system of various compensation trend analysis and provides to management; produces various standard and ad hoc reports.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; initiates FMLA requests; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Human Resources, Business Administration, or related field and three (3) years of human resources experience; or any equivalent combination of training, education, and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Human Resources Generalist

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 organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and 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:	Human Resources Associate	Class Number:	14101
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Human Resources and Sheriff's Department	EXHIBIT C	

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, payroll, and data entry and maintenance. This classification works under close supervision and within a framework of policies, procedures, and regulations.

Essential Job Functions

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

- 25% +/- 10%
- Completes simple tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.

- 15% +/- 5%
- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

- 15% +/- 5%
- Gathers, tracks, and inputs information related to various HR actions; assists with gathering information from claimants; files and processes completed forms; monitors actions, HR filings, and audits through completion; responds to basic HR requests, questions, and data issues; responds to records requests; provides basic interpretation of HR policies, procedures, programs, and regulations.

- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; reviews relevant written documentation; makes requests for clarification and additional information; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.

- 15% +/- 5%
- Generates HR data reports to assists with the evaluation of various HR programs and achievement of HR strategic goals.

Human Resources Associate

15% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with one (1) year of administrative or general business experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.

Human Resources Associate

- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Human Resources Associate	Class Number:	14102
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Human Resources and Sheriff's Department	EXHIBIT D	

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department and perform more complex HR related tasks such as the initial review and research of information, producing basic reports and memos, and reviewing the work of lower level HR Associates.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, and data entry and maintenance. This classification works under supervision and within a framework of policies, procedures, and regulations. The Senior HR Associate is distinguished from the HR Associate in that it works with a greater degree of independence on simple to moderately complex HR tasks and is expected to use a greater level of 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.

- 20% +/- 10%
- Completes simple to more complex tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.

- 20% +/- 10%
- Gathers, tracks, and performs initial evaluation of information related to various HR actions; gathers information from claimants; researches information required to complete forms, paperwork, and filings; files and processes completed forms; monitors claims, HR filings, and audits through completion; responds to basic through moderately complex HR requests, questions, and data issues; responds to records requests; provides interpretation of HR policies, procedures, programs, and regulations.

- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; write summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.

Senior Human Resources Associate

15% +/- 5%

- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various spreadsheets to support the day-to-day work of more senior HR professionals; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

10% +/- 5%

- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Provides informal review of work and basic training to HR Associates; initially reviews work; identifies and recommends improvements; provides training on various County policies and regulations and HR processes; reviews adherence to department's procedures.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with three (3) years of administrative or general business experience including two (2) years in Human Resources; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Senior Human Resources Associate

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Talent Acquisition & Employment Specialist	Class Number:	14141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Human Resources and Sheriff's Department	EXHIBIT E	

Classification Function

The purpose of this classification is to identify, develop, and implement talent acquisition and employment projects and programs to meet the County's current and future staffing needs.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing and managing talent acquisition projects and assisting with talent acquisition programs under general supervision from the Manager, Talent Acquisition & Employment. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues.

Essential Job Functions

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

50% +/- 10%

- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists; coordinates with hiring managers and other subject matter experts to develop an understanding of job requirements; utilizes class plan to choose appropriate classification to fill a vacant/new position; works with hiring managers to identify departmental skill gaps and identify and/or create entry employment opportunities to meet needs; assists in identifying and/or creating mechanisms to retain employees; coordinates and facilitates applicant screening processes for bargaining and unclassified positions; ensures that candidates meet the minimum qualifications by screening applications; forwards suitable candidates to hiring manager and makes recommendations if applicable; communicates with candidates regarding test notices, rejection notices, invitations to interview, offer letters; tracks vacancies to determine status and ensure timelines are met; tracks and monitors the filling of positions based on the talent acquisition goals; prepares hiring reports, hiring recommendation reports, days-to-hire reports, and other reports as needed; prepares new-hire and termination paperwork; responds to inquiries from stakeholders.

35% +/- 10%

- Supports organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives; plans for future hiring needs by building applicant sources; identifies and solicits possible internship, cooperative education, or other training programs by researching and contacting local schools, professional groups, etc. to assist in early talent identification; develops and coordinates talent acquisition outreach projects and programs, such as job fairs, veteran contacts, and vocational programs; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups, unemployment agencies, welfare co-work, community leaders, etc.); assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community-based organizations.

Talent Acquisition & Employment Specialist

15% +/- 5%

- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experiences; keeps updated on new talent acquisition processes for professional development purposes; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turnover data, skill set availability, and local, state, and federal unemployment rate.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management, or organizational development; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

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 vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, and other reports and records.

Talent Acquisition & Employment Specialist

- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, 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:	Employee and Labor Relations Specialist 1	Class Number:	14061
FLSA:	Exempt	Pay Grade:	13A
Department:	Human Resources and Sheriff's Department EXHIBIT F		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate, and represent the County in matters pertaining to employment and labor.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment and labor relations programs under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the Employee and Labor Relations Specialist 2 in that the latter has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Participates in the employee discipline process; presides as a hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conferences by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support to the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievances at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.

- 10% +/- 5%
- Performs Title VII, general complaint, and/or special investigations; investigates the relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; facilitates the Americans with Americans Act (ADA) interactive process; issues written findings of investigations.

- 5% +/- 2%
- Performs supporting administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Employee and Labor Relations Specialist 1

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations, or related field with five (5) years of labor relations or human resources experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), enterprise resource planning software (INFOR), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word).

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including employee seniority lists, employee complaint forms, ADA request forms, labor relations forms, attendance reports, absent without leave summaries, grievances, transcripts of depositions, witness statements, incident reports, time sheets, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, Pre-Disciplinary Conferences reports, investigation reports, ADA letters, disciplinary reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Employee and Labor Relations Specialist 1

- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret labor law and human resources terminology and language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, the Law Department, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee and Labor Relations Specialist 2	Class Number:	14062
FLSA:	Exempt	Pay Grade:	14A
Department:	Human Resources and Sheriff's Department	EXHIBIT G	

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment and labor relations programs and participate in employee grievance procedures.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment and labor relations programs under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. This class is distinguished from the lower level classification in that the latter has less experience and works under more direct supervision.

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%

- Assists in the centralization and creation of employment and labor relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status, and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.

25% +/- 10%

- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

20% +/- 10%

- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

Employee and Labor Relations Specialist 2

10% +/- 5%

- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment-related training on various issues (i.e. OSHA).

10% +/- 5%

- May provide supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions.

5% +/-2%

- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations or human resources 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 automated office machines including a computer and a multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Employee and Labor Relations Specialist 2

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Compliance Coordinator	Class Number:	14211
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Resources and Sheriff's Department	EXHIBIT H	

Classification Function

The purpose of this classification is to serve a subject matter expert that facilitates, coordinates, organizes and plans multi-program projects for the County's compliance with the Americans with Disabilities Act ("ADA"), Family Medical Leave Act ("FMLA"), and Title VII of the Civil Rights Act ("Title VII"). Manage these programs as part of a centralized County management analysis enterprise, and coordinate planning activities for programs, ensuring sufficient resources are available and involved. Also, to provide guidance and training to supervisors, managers, Human Resources staff, and union leadership (stakeholders) on best practices to comply with these regulations.

Distinguishing Characteristics

This is a senior-level professional classification that provides methodical and project managerial duties while ensuring compliance to federal, state, and local labor regulations for County employees and the inmate population when applicable. This classification receives general supervision and works under direction from the Director of Employee and Labor Relations as new or unusual situations arise. This classification is expected to exercise discretion in applying policies and procedures to resolve organizational and compliance problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and program compliance and development.

Essential Job Functions

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

30% +/- 10%

- Oversees various projects related to ADA, FMLA and Title VII programs to mitigate risk, ensure that adherence of compliance requirements are met and that program-related compliance projects are completed on time and on budget; assesses the County's needs and recommends solutions; prepares project plans; through project management, determines organizational and personnel requirements for compliance project teams; creates and executes project plans and revises as necessary in order to meet changing needs of the County and regulatory requirements; reviews project plans, procedures and status reports for compliance with government regulations, County standards and adherence to plans and objectives; identifies compliance improvement opportunities and implements changes for program performance; keeps administration informed of program status; facilitates meetings; facilitates program compliance issue resolutions.

20% +/- 10%

- Serves as lead organizational ADA coordinator to the County's Employee & Labor Relations staff and County Corrections for ADA requests and compliance matters for employees and the County's inmate population; facilitates the process for ADA requests and inquiries; reviews necessary documentation for ADA requests; makes recommendations to address ADA needs; works with law department to ensure all legalities are addressed; coordinates between different departments and stakeholders the provision of reasonable accommodation to satisfy ADA requirements; generates ad hoc and annual mandated reports on County ADA accommodations.

Compliance Coordinator

20% +/- 10%

- Develops, facilitates, and reviews the County's policies and procedures for Family Medical Leave ("FML") and ensures they are in accordance with the FMLA and other applicable regulations; provides overall guidance to HR staff and management in processing FML; ensures appropriate administration of FMLA policy; generates reports and aligns outcomes to organizational objectives; provides guidance HR staff on all FMLA issues; leads in developing FML goals objectives and systems; maintains compliance with standards and state/federal regulations.

20% +/- 10%

- Serves as lead investigation coordinator to the County's Employee & Labor Relations staff in response to Title VII complaints filed by employees; coordinates the investigation process; reviews investigative reports; issues written findings of investigations; makes recommendations in accordance with applicable local, state, and federal regulations.

5% +/- 2%

- Reviews the effectiveness and implementation of the County's policies, practices, and training regarding compliance with the ADA, Title VII, and FMLA labor regulations; makes recommendations to management on changes to policies and procedures to improve compliance; conducts training with staff on best practices regarding compliance with the ADA, Title VII, and FMLA; develops and maintains written materials and other informational pieces to broadly disseminate information.

5% +/- 2%

- Maintains expertise in ADA, Title VII, FMLA best practices; analyzes and interprets decisions, rulings, and resolutions on ADA issues and reasonable accommodation; attends trainings; reviews changes to laws and best practices; communicates with ADA and FMLA special interest groups.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations, business administration, project management or any related field with five (5) years of FMLA compliance, Title VII investigation, and ADA program management and two (2) years of supervisory or project management; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability review the work of other employees and to maintain standards.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including ADA requests, FMLA reports, investigative reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), American with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAA), Family Medical Leave Act (FMLA), and Title VII of the Civil Rights Act.
- Ability to prepare various FMLA reports, investigative reports, departmental policies and procedures, ADA compliance strategies, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with County management, County employees, and Corrections leadership.
- Ability to use and interpret human resource labor relations terminology and language.
- Ability to communicate with supervisors, management, county employees, corrections leadership, legal department, and Human Resources staff.

Environmental Adaptability

- Work is typically performed in an office environment but may involve exposure to bright/dim lights or machinery when performing investigations.

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:	Payroll Officer	Class Number:	14181
		Pay Grade:	6

EXHIBIT I

Departments:	Human Resources and Sheriff's Department
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Classification Function

The purpose of this classification is to assist the Payroll Administrator prepare and maintain payroll for an assigned functional area and serve as a lead worker over lower-level personnel technicians.

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.

- Assist Payroll Administrator prepare and maintain payroll for an assigned functional area (e.g.-establishes master payroll files for department's payroll and human resources computer system; performs maintenance of payroll information including wage changes, name and address changes or credit union information; complies payroll figures from payroll forms, time sheets, leave forms and overtime forms; determines accuracy of payroll reports; prepares payroll figures for data processing using time reports, transaction sheets and deductions and other earnings transaction sheets; validates payroll register; maintains records of employee leave balances such as sick leave and vacation leave; distributes pay warrants to Department employees on a bi-weekly basis; prepares personnel actions for various employment activities including hiring, discipline, status changes, leaves of absence; tracks schedule of automatic certifications and prepares personnel action to grant automatic certification).
- Acts as department liaison for benefits program information (e.g.- maintains and updates Flex program information; responds to routine inquiries employees may have regarding benefits programs).
- Performs miscellaneous duties (e.g.- completes employment verifications; processes payroll deductions by mailing out union deductions, savings bonds, child support amounts and court vouchers; prepares special reports assists with various audits).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational education in business administration or human resources with two years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, printer, copier, typewriter, and calculator.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including personnel records, withholding forms, payroll records, PERS forms, benefits forms, personnel action forms, position descriptions, master time sheets, employee leave forms, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, collective bargaining agreements, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, special projects reports, workers' compensation forms, PERS forms, employment verifications and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate with supervisors, Auditor's Office, Board of Commissioner's personnel, County employees, general public, Human Resource Director, and other personnel officers.

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:	Time and Attendance Administrator	Class Number:	14021
FLSA:	Exempt	Pay Grade:	11A
Dept:	Human Resources and Sheriff's Department	EXHIBIT J	

Classification Function

The purpose of this classification is to administer, coordinate, prepare, and audit time and attendance and accumulated leave balances for County agencies using the countywide Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This is an advanced journey-level position that is responsible for the day-to-day administration of employee time and attendance information for the County. Incumbents work under general supervision and within a framework of established regulations, policies, and procedures. Employees in this position are expected to work with a high degree of independence, judgment, and initiative and serves as a lead worker over lower level Time and Attendance personnel.

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%
- Coordinates and prepares payroll and accumulated leave balances in County agencies using the countywide human resource ERP system; serves as a lead worker to lower level Time and Attendance personnel; ensures accuracy of master payroll files for agencies' ERP; ensures accuracy of agencies' payroll information including name and address changes, deductions, and withholdings; validates payroll register and communicates any revisions to the Fiscal Office; ensures accuracy of agency's employee accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to agency employees on a bi-weekly basis; supports processing of various exceptions and manual payroll checks; balances and transmits final gross time and attendance file to Fiscal Office; serves as liaison to the County Fiscal Office; performs various duties related to time and attendance including tax deductions, child support, and court vouchers.

- 25% +/- 10%
- Participates in audits and ensures accuracy and integrity of all time and attendance data; audits changes to time and attendance data including tax updates, deductions, and garnishments; oversees and identifies data inputting issues with the County's workforce management/time collection system and makes adjustments as necessary; oversees compliance with statutory reporting and filing requirements and ensures employee adherence to reporting requirements and County procedures; works with manager to perform and submit audits requested by internal and state auditors and other regulatory bodies; gathers, organizes, and analyzes responses and data; prepares and submits audit reports.

- 20% +/- 10%
- Researches and resolves questions from managers and employees related to the processing of time and attendance information; analyzes and solves issues regarding accruals, banking, garnishments, employment verification, retroactive pay calculations, and other changes.

20% +/- 10%

Effective Date: 9.26.2000
Last Modified: 4.5.2019

Time and Attendance Administrator

- Creates, analyzes, and distributes various management and statistical reports, statements, and summaries related to time and attendance; prepares reports related to unemployment claims, vacation, and bonus calculations; sets up tables for all payroll cycles; writes and edits desktop procedures; balances and transmits all payrolls; assists with the processing of manual payroll checks and year-end processing of W2s and 1095s.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with providing training, guidance, and development to lower level Time and Attendance personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, finance, analytics, human resources, or related field with seven (7) years of time and attendance, payroll processing, or human resources experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 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 time and attendance records, personnel records, withholding forms, Public Employees Retirement System (PERS) forms, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms, bargaining contracts, and other reports and records.

Time and Attendance Administrator

- Ability to comprehend a variety of reference books and manuals including Benefits Manual, collective bargaining agreements, personnel policy manuals, and HR laws and tax laws applicable to payroll.
- Ability to prepare time and attendance reports, transaction forms, deductions and other earnings forms, master payroll records, special projects reports, worker's compensation forms, PERS forms, unemployment forms, tax forms, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and human resources terminology and language.
- Ability to communicate with management, internal and State auditors, other County employees, union leadership, bank associates, and insurance carriers.

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.