

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0417

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 August 3, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A - G) 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 New Classifications:

Exhibit A: Class Title: *IT Change Management Specialist*
Class Number: 18071

Pay Grade: 9B/Non-Exempt

Proposed Revised Classification:

- Exhibit B: Class Title: *Facilities Energy Coordinator*
Class Number: 19041
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to the distinguishing characteristics, essential functions, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
- Exhibit C: Class Title: *Foster/Adoptive Recruitment Specialist*
Class Number: 13131
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to the essential functions, physical requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
- Exhibit D: Class Title: *Grants Coordinator*
Class Number: 10091
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Manager, OBM*
Class Number: 11022
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Classification function, distinguishing characteristics, essential job functions, and language and formatting were all updated. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Grants Coordinator*
Class Number: 11092
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology

requirements section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Grants*
Class Number: 11093
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Distinguishing characteristics, essential job functions, and language and formatting were updated. A technology requirements section was added. No change to pay grade or FLSA status.

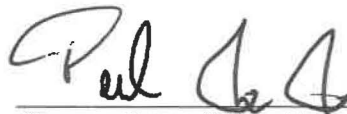
SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Ms. Baker, seconded by Ms. Turner, the foregoing Resolution was duly adopted.

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

Nays: None



County Council President

12/8/22

Date



County Executive

12-12-22

Date



Clerk of Council

12/8/22

Date

First Reading/Referred to Committee: November 22, 2022

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

Journal CC048

December 6, 2022

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Change Management Specialist	Class Number:	18071
FLSA:	TBD	Pay Grade:	TBD
Dept:	Information Technology	EXHIBIT A	

Classification Function

The purpose of this classification is to develop IT Service change management processes responsible for controlling the lifecycle of all changes with minimum disruption to IT services.

Distinguishing Characteristics

This is a journey-level classification that is responsible for creating change management strategies and operational plans for change initiatives to ensure maximum employee adoption and usage. This classification works under general supervision from the PMO Administrator. Incumbents plan their own work to meet given objectives and processes and receive instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

50% +/- 10%

- Develops change management strategies for projects; drives meetings with business owners to understand business change needs (e.g., processes, systems, technology, org structure, etc.); determines the scope of change and the impact of change to users/agencies; determines resources required to deliver the change; identifies the risk involved in the change and prepares risk mitigation tactics; determines the type of change management strategies that are required; works with project managers to determine project goals and ensure alignment across departments/agencies; defines roles and responsibilities of key individuals in the change management process.

40% +/- 10%

- Leads change management activities within a structured process framework; integrates change management activities and tasks into project plans; coordinates activities with the appropriate personnel; consults and coaches project teams; develops and executes communication plans surrounding changes; plans and manages the change management schedule; monitors timeline and ensures change management activities align with project activities; ensures policies and approvals are met before system changes are implemented; identifies training requirements and develops training plan and schedule for projects.

10% +/- 5%

- Provides continuous improvement of change management processes to ensure effective adoption and high utilization; defines and measures project success metrics; monitors process change progress; reviews and updates change management strategies as needed to ensure maximum adoption and usage.

Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five (5) years of organizational change management experience; or an equivalent combination of education, training, and experience.

IT Change Management Specialist

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 word processing software (MS Word), spreadsheet software (MS Excel), and electronic mail software (MS Outlook), presentation software (MS PowerPoint), project management software (MS Project), and digital marketing software (Constant Contact).

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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statements of work, project plans, responsibility assignment matrix (RACI) charts, risk registers, service level agreements, and status reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, ISO 9001 Standards, and ITIL Change Management best practices.
- Ability to prepare communications plans, organizational change management process plans, technology plans, 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, and to drive change adoption by delivering information succinctly.
- Ability to use and interpret change management process related terminology and language.
- Ability to communicate with supervisor, co-workers, IT department project managers, business end users, and stakeholders.

Environmental Adaptability

IT Change Management Specialist

- 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:	Facilities Energy Coordinator	Class Number:	19041
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	EXHIBIT B	

Classification Function

The purpose of this classification is to perform duties that support energy efficiency and conservation in County buildings.

Distinguishing Characteristics

This is a journey-level position that is responsible for performing duties that support energy efficiency and conservation including analyzing records of energy consumption, monitoring energy contracts for the County, reducing energy consumption, minimizing utility costs, and identifying and implementing energy conservation measures. The classification works under general direction from the Section Manager, Facilities and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

30% +/- 10%

- Collects and evaluates past and present energy consumption data to support energy management efforts; compiles data on utility costs and consumption; performs utility billing analysis; develops spreadsheets, graphs, and reports to document energy consumption, utility charges, and future energy cost forecasts; establishes utility usage benchmarks for County buildings; outlines benchmarks and establishes energy savings targets and objectives; monitors energy usage against targets and objectives; identifies areas with high energy consumptions and implements procedures to improve energy efficiency and reduce consumption and waste; conducts follow-up investigations to ensure implementation of energy conservation measures.

30% +/- 10%

- Oversees and monitors execution of energy contracts for the County; oversees County Energy Conservation Measures (ECM) contracts; assists with preparing Requests for Proposals (RFPs); assists with vendor bid process; assists with selection of vendors to contract; assists with negotiating utility contracts; monitors and manages signed utility contracts; performs periodic review of utility rate and rate structure; identifies discrepancies and errors in billing; works with utility companies in cases of discrepancies or errors and obtains credits when necessary; applies for rebate programs; researches energy-related problems and collects necessary documents to discuss with contractors and utility companies.

20% +/- 10%

- Identifies opportunities to improve the operation, maintenance, or energy efficiency of buildings; conducts facility site visits; assists in conducting energy audits to identify energy savings opportunities; develops energy management strategies to reduce energy consumption and save money (e.g., energy-efficient technologies, alternate energy sources); analyzes technical feasibility of energy-saving measures and makes recommendations; ensures compliance with Government and

Facilities Energy Coordinator

Environmental Protection Agency (EPA) guidelines and provides data for required reporting; assists with establishing and promoting energy awareness and conservation programs; develops energy conservation educational materials and content for website.

10% +/- 5%

- Liaisons and coordinates activities with contractors, vendors, utility companies, and other County departments; establishes and maintains on-going relationships with contractors and vendors to ensure that energy efficiency programs are met to the County's expectations; coordinates the installation of utility services for construction projects; supports interdepartmental efforts with other County agencies; consults with engineers, contractors, and utility companies on technical issues.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, engineering, architecture, public administration, project management, business management, or related field with three (3) years of building energy management analysis, building systems design, or energy auditing experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification 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 word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bid packages and estimates, EPA reports, CCAO utility storage reports, compliance and enforcement policy documents, memos, correspondence, and other reports and records.

Facilities Energy Coordinator

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, EPA compliance reporting guidelines.
- Ability to prepare utilities reports, monthly utility tracking reports, energy reports, charts, diagrams, spreadsheets, audit reports, memos, facility data sheets, 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, and to follow instructions.
- Ability to use and interpret basic legal, engineering, and mechanical terminology and language.
- Ability to communicate with supervisor, director, contractors, representatives of outside agencies and businesses, 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:	Foster/Adoptive Recruitment Specialist	Class Number:	13131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Children and Family Services	EXHIBIT C	

Classification Function

The purpose of this classification is to coordinate the recruitment of foster and adoptive parents for the Cuyahoga County Department of Children and Family Services.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of a Supervisor, Social Services and is responsible for the recruitment and fingerprinting of foster and adoptive parents for the Cuyahoga County Department of Children and Family Services. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related 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.

30% +/- 10%

- Performs fingerprinting duties; answers calls received to the fingerprinting phone line; schedules applicants for fingerprinting appointments; fingerprints applicants for background check; processes fingerprints and prepares results; distributes results of background check to the appropriate parties; enters and tracks requests and results data into spreadsheet; fingerprints clients in their home when necessary; contacts Bureau or Criminal Identification (BCI) 30-days after fingerprinting for past due results; processes agency invoices for fingerprint machines.

30% +/- 10%

- Recruits foster and adoptive parents for Cuyahoga County Division of Children and Family Services; schedules and attends community events and activities; actively recruits potential foster and adoptive parents; coordinates event registration; provides information on policies and procedures to potential parents; determines if there are barriers to candidates becoming foster or adoptive parents; processes foster and adoptive parent applications; reviews application materials to ensure all required information is provided; notarizes foster and adoptive parent applications; enters candidate information into databases; creates reports of foster and adoptive parent information; participates in strategic planning and goal setting of DCFS recruitment plan.

30% +/- 10%

- Coordinates and supports foster and adoptive parent Pre-Service Orientation training; enters applicant training attendance data into databases; coordinates with the training department; provides training verification to other agencies as requested.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; attends adoption mixers held by adoptions department; provides technical assistance to collaborative partners in the community.

Foster/Adoptive Recruitment Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, marketing, or related field with one (1) year of strategic planning, public speaking, or project management experience; or any equivalent combination of education, training, and experience
- Valid Driver's License, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Notary Public within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to operate a fingerprinting machine.
- Ability to lift, push, and pull up to 25 lbs. and the ability to bend and twist.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (DAWN, SACWIS).

Supervisory Responsibilities

- No supervisory responsibilities required.

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 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 agency weekly reports, fingerprint request forms, fingerprint results, foster/adoptive parent applications, out of county training certificates, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Employee Handbook, Department of Children and Family Services Policies and Procedures, BCI

Foster/Adoptive Recruitment Specialist

Regulations, Bureau of Criminal Investigation rules, Federal Bureau of Investigation rules, and Ohio Revised Code.

- Ability to prepare pre-service attendance reports, recruitment monthly statistics, application reports, community partner reports, fingerprint schedules and result logs, 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, and to follow instructions.
- Ability to communicate with prospective foster and adoptive families, applicants, relatives of applicants, coworkers, supervisors, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at community and recruitment events.
- Work may involve exposure to temperature and weather 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:	Grants Coordinator	Class Number:	10091
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All Departments	EXHIBIT D	

Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with day-to-day coordination of grant activities for assigned project areas. Employees in this class work under initial supervision from the Supervisor, Grants, 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.

60% +/- 10%

- Assists with grant administration activities for assigned projects; prepares various grant activity documentation (e.g., grant awards, vendor contracts, justifications, exemptions, amendments); submits various grant activity documentation (e.g., project applications, grant awards, vendor contracts, justifications, exemptions, amendments, terms and conditions, insurance, budget adjustments, reimbursements) into appropriate system (e.g., grant management, contract, procurement) for processing and/or approval; procures supplies, equipment, and services for assigned grant projects; works with the Fiscal Office to reconcile grant budgets, appropriations, and reimbursements; tracks grant related expenditures to monitor how funds are being used as a matter of policy and/or priority; works with the Law Department to draft contracts and insurance requirements; develops project requirements, procurement specifications, and/or scope of work based on agency's needs; prepares requests for proposal (RFPs) and invitations to bid and enters into appropriate systems; seeks approval from awarding agency before releasing bids; researches new vendors for bids based on project needs and coordinates vendor selection activities; reviews specifications from sub-recipients to verify that required equipment capabilities are met; monitors grant compliance metrics (e.g., project deadlines, required reporting) to determine progress on projects, alignment with strategic planning, and adherence to guidelines; tracks grant project related expenditures over the life of the grant; conducts equipment inventory of awarded equipment; prepares formal reports to reflect the current status of grant projects; assists with responding to grant audit requests and annual audits.

20% +/- 10%

- Assists in the research for grant opportunities and preparation for grant applications; researches and analyzes relevant local statistics and available funding sources; collects data on available grants to find grants that may be applicable to County needs; coordinates with relevant departments to gather information relevant to grant application; assists with analyzing grant rules and regulations to determine requirements for applications including grant submission deadlines; assists with creating solicitations for grants; assesses and edits grant applications for adherence to grant mandates;

Grants Coordinator

ensures that submitted documents have the correct supporting documentation and comply with grant submission terms; submits grant applications.

15% +/- 5%

- Serves as a liaison for grant and contract related communications between other departments and agencies involved in grant projects; updates appropriate parties with status updates of grant projects; coordinates with assigned agencies and/or communities regarding grant procurement needs; works with review committees in the approval processes for projects; acts as a resource for internal and external agency staff on grant application and procurement procedures; provides technical assistance to other agencies on grant writing, preparation, and management; responds to inquiries from sub-recipients and project partners.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends trainings and meetings to improve job knowledge and performance; participates in weekly meetings, department monthly meetings, and strategic planning meetings; creates and maintains electronic and hard copy files to provide proper documentation necessary to seek grant reimbursement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with one (1) year of grant writing, grant coordination, or related 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 email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), enterprise management system software (Infor Lawson), and database software (OnBase, Grants Management Systems, System for Award Management, etc.).

Supervisory Requirements

- 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 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 grant applications, grant guidance, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, equipment specifications, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, procurement guidelines, grant guidance, diversity requirements, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, 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 basic accounting and related legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal points of contact, committee members, grant program points of contact, 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:	Manager, OBM	Class Number:	11022
FLSA:	Exempt	Pay Grade:	16A
Dept:	Office of Budget and Management	EXHIBIT E	

Classification Function

The purpose of this classification is to manage and oversee the process and development of County budgets and the preparation of related reports, as well as to monitor and report on budget activity, program performance, agency operations, and environmental factors that impact the County throughout the year.

Distinguishing Characteristics

This is a managerial classification with responsibility for performing and overseeing a variety of technical duties in the preparation, review, and presentation of the County budget including analyzing varied and complex data in order to formulate budget process and policy recommendations. Additionally, this position is responsible for developing County-wide financial policies and procedures and project plans for process improvement and advising elected officials on budget-related matters. This classification supervises Budget and Planning Administrators and other assigned staff. Incumbents work under limited supervision from the Deputy Director of the Office of Budget and Management and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies in the performance of duties.

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 the budget development process for County departments and agencies; oversees preparation of budget related reports for departments, elected officials, independent boards, and agencies; assists management with developing quarterly, annual, and biennial County budget documents and ensuring accuracy and completeness; evaluates proposals for new or expanded programs/projects; compiles and analyzes financial records and other data to determine availability of financial resources for programs and projects; prepares and presents data for collective bargaining negotiations; identifies and recommends alternatives to existing spending levels and/or revenue generation; reviews and ensures accuracy and completeness of analysts' expense and revenue projections; updates and reviews department expense and revenue projections; reviews fiscal agenda funds requests; summarizes budget information and submits recommendations for the approval/rejection of funds requests to the County Executive and County Council; prepares and presents data for financial audits; analyzes operations to determine impact on budget; attends Board of Control and Committee meetings; communicates budget decisions made by the Executive and County Council to departments, agencies, elected officials, and the public to inform them of the approved budgets; work on process improvement initiatives as assigned.

- 30% +/- 10%
- Utilizes software system to compile, manipulate, and analyze data to complete required budget development, monitoring, and reporting activities; coordinates with department management to update performance data on County programs and services in the budget system; designs and

Manager, OBM

revises reports in budget and reporting software; uploads and checks validity of data from payroll and accounting software systems; maintains chart of accounts and other data in budget system software to ensure data availability and integrity; works with the Department of Information Technology in planning budget/financial related system enhancements and functionality; performs updates, data downloads, and changes to budget and performance software to ensure system data availability and integrity; provides assistance to agencies on how to access, view, and run reports on their budget in the software system.

20% +/- 10%

- Supervises and directs the work of Budget and Planning Administrators 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.

10% +/- 5%

- Analyzes and evaluates department and County fiscal policies and processes and serves as senior advisor on matters of policy and process to Department of Budget and Management leadership; develops processes for budget preparation and development, including fiscal policies, parameters, and process guidelines; develops and oversees the process for regular monitoring of program/project(s) performance against the budget for assigned County entities; assists County departments by advising on how to improve processes for efficiency and cost savings; interprets budget directives and establishes policies for carrying out directives; monitors local, State, and Federal regulations and legislation and provides recommendations on the financial, operational, and legal implications for the County; advises and provides guidance to directors and budget contacts regarding budgetary, fiscal, and policy matters.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings represents Director of OBM at various meetings or with the public.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting, or related field with seven (7) years of budget management, financial analysis, or related 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.

Manager, OBM

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management system software – accounting module (Infor Lawson), presentation software (Microsoft PowerPoint), PDF Software (NitroPro), business communication platform (Microsoft Teams), and information management software (SHERPA).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and utilize the principles of basic algebra and statistical inference.

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 payroll registers, financial statements and reports, budget adjustment requests, budget updates, purchase requisitions, personnel requisitions, timesheets, agendas, policy reports, program and financial performance reports, financial audit requests, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including OBM policy manual, Employee Handbook, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, County Charter, Government Finance Officers' Association Code of Professional Ethics, collective bargaining agreements, federal/state program guidelines, and general accounting standards and procedures.
- Ability to prepare forecasts, Executive's Recommended budget, budget book, budget updates, financial reports, issue reports, performance appraisals, fiscal agendas, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Manager, OBM

- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with subordinates, co-workers, management, other County departments and employees, elected officials, auditors, consultants, 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:	Senior Grants Coordinator	Class Number:	10092
FLSA:	Exempt	Pay Grade:	9A
Dept:	All Departments	EXHIBIT F	

Classification Function

The purpose of this classification is to coordinate grant activities for assigned grants and evaluate grant opportunities and proposals.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities for assigned grants, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under general supervision from the Supervisor, Grants and within a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that essential functions are completed in a timely and efficient manner and according to relevant laws and guidelines.

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%

- Performs grant administration activities for assigned grants; prepares various grant activity documentation (e.g., grant awards, vendor contracts, justifications, exemptions, amendments); submits various grant activity documentation (e.g., project applications, grant awards, vendor contracts, justifications, exemptions, amendments, terms and conditions, insurance, budget adjustments, reimbursements) into appropriate system (e.g., grant management, contract, procurement) for processing and/or approval; procures supplies, equipment, and services for assigned grants; works with the Fiscal Office to reconcile grant budgets, appropriations, and reimbursements; works with the Law Department to draft contracts and insurance requirements; develops project requirements, procurement specifications, and/or scope of work based on agency's needs; prepares requests for proposal (RFPs) and invitations to bid and enters into appropriate systems; seeks approval from awarding agency before releasing bids; researches new vendors for bids based on project needs and coordinates vendor selection activities; reviews specifications from grant sub-recipients to verify that required equipment capabilities are met; monitors grant compliance metrics (e.g., project deadlines, required reporting) to determine progress on projects, alignment with strategic planning, and adherence to guidelines; tracks grant related expenditures to monitor how funds are being used as a matter of policy and/or priority; conducts equipment inventory of awarded equipment; prepares formal reports (monitoring reports, quarterly reports, status reports, etc.) to reflect the current status of grant projects; submits data and reports into various systems to fill reporting requirements; maintains continuous monitoring and review of all grant activities to ensure adherence to applicable grant guidelines; conducts program-related and fiscal audits of grants; monitors grant funds and activities to ensure County compliance with local, state, and federal guidelines.

20% +/- 10%

- Researches grant opportunities and prepares grant applications; researches and analyzes relevant local statistics and available funding sources; collects data on available grants to find grants that may be applicable to County needs; analyzes data to determine potential impact of grants; coordinates

Senior Grants Coordinator

with relevant departments to gather information relevant to grant application; analyzes grant rules and regulations to determine requirements for applications including grant submission deadlines; assists with development of grant budget; writes grant applications using proper formatting; assesses and edits grant applications for adherence to grant mandates; ensures that submitted documents have the correct supporting documentation and comply with grant submission terms; submits grant applications.

20% +/- 10%

- Serves as a liaison for grant and contract related communications between other departments and agencies involved in grant projects; updates appropriate parties with status updates of grant projects; coordinates with assigned agencies and/or communities regarding grant procurement needs; attends various committees and boards; works with review committees in the approval processes for projects; makes presentations of grant related information (e.g., funding recommendations, performance data); acts as a resource for internal and external agency staff on grant application and procurement procedures; provides strategic guidance and recommendations on grant funding; provides technical assistance to other agencies on grant writing, preparation, and management; responds to inquiries from sub-recipients and project partners.

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, policies, and/or procedures of a specific grant program or project to identify areas for improvement; researches background information to understand current practices and related issues; conducts program needs analysis; compiles and analyzes research data and identifies areas of program inadequacy; reports findings of data analyses to funding agencies; conducts research to determine best practices.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; maintains and updates knowledge of County, state, and federal grant requirements and regulations; attends training to improve job knowledge and performance; participates in weekly meetings, department monthly meetings, and strategic planning meetings; creates tutorials for stake holders and end users; creates and maintains electronic and hard copy files to provide proper documentation necessary to seek grant reimbursement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with three (3) years of grant writing, grant coordination, or related 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 email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management

Effective Date: 1995

Last Modified: 02.13.2019

Senior Grants Coordinator

system software (Infor Lawson), PDF Software (NitroPro), and database software (OnBase, Grants Management Systems, System for Award Management, etc.).

Supervisory Requirements

- 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 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 grant applications, grant guidance, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, programmatic reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, grant guidelines, County purchasing procedures and requirements, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports, monitoring reports), inventory transfer forms, grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, requests for bids, RFPs, 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 basic accounting, contract law, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, grant sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Senior Grants Coordinator

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Grants	Class Number:	10093
FLSA:	Exempt	Pay Grade:	12A
Dept:	All Departments	EXHIBIT G	

Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise grant staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the administration of the department's grants, including contracts and/or purchases related to grants as well as supervising Grants Coordinators, Senior Grants Coordinators, and other assigned staff. This position works under general direction of a manager and receives direction as new or unusual situations arise. The incumbent exercises direction in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Oversees the administration of grant projects of assigned department(s) from implementation through completion; monitors progress of grant activities (e.g., budget modifications, requests for reimbursement, etc.); tracks grant utilization and performance metrics in spreadsheet software (e.g., grant utilization, service delivery, impact, etc.); establishes performance standards for contractors; identifies issues with grant performance or utilization by looking at trends, utilization metrics, and performance metrics; ensures grant programs are adhering to grant requirements, stipulations, and laws by reviewing grant reports written by funded agencies and Grant Coordinators; addresses identified issues by working with funded agencies and grants staff; prepares and/or reviews project requirements, procurement specifications, and/or scope of work; prepares complex requests for proposal (RFPs) and invitations to bid and enters into appropriate systems; reviews contracts and contract documentation to ensure accuracy; oversees monitoring and site visits of grant projects to ensure project is moving forward, grant expenditures and utilization are being met, required services are being provided, and project is being documented in accordance with grant stipulations; ensures any reports and metrics are sent to grant authority per grant requirements; reviews grant close-out reports for accuracy and to ensure that all requirements of the grant have been met; looks for ways to maximize utilization of grant funding and makes recommendations; oversees grant funding allocation/reallocation process; monitors projects which use grant funds and ensures they are completed to grant specifications and end user specifications.
- 20% +/- 10%
- Supervises and directs the work of Grants Coordinators, Senior Grants Coordinators, 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;

Supervisor, Grants

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 grant applications submitted by various County departments; researches and reviews available relevant grants with grants staff to recommend to which grants the County should apply; develops program ideas to utilize grant funding in collaboration with subject matter experts (SMEs); oversees the development of the grant budget (e.g., basic budget and general costs for project or purchase) by collaborating with SMEs and lower-level grants staff; writes or oversees the writing of the grant application or grant proposal by lower-level grants staff and other SMEs; submits grant applications to the County Executive and Board of Control for approval; assists department personnel with giving presentations to County Council or Executive to obtain approval for grant applications; ensures that submitted documents have the correct supporting documentation and comply with grant submission terms; works with state and federal agencies to any address issues with the grant application; fosters grant activity in Cuyahoga County by supporting and involving area businesses, agencies, and municipalities.

15% +/- 5%

- Serves as a liaison for grant and contract related communications between other departments and agencies involved in grant projects; communicates with project owners regarding progress of grant projects and timelines; updates appropriate parties with status updates of grant projects; coordinates with assigned agencies and/or communities regarding grant procurement needs; works with review committees or boards in the approval processes for projects; makes presentations of grant related information (e.g., funding recommendations, performance data); acts as a resource for internal and external agency staff on grant application and procurement procedures; assists other County departments with contracting and purchasing goods and services funded through various projects administered through assigned department; provides strategic guidance and recommendations on grant funding; provides technical assistance to other agencies on grant writing, preparation, and management; responds to inquiries from sub-recipients and project partners.

10% +/- 5%

- Develops and updates grant program operations, systems, policies, and/or procedures; tracks program effectiveness and grant utilization using statistics and metrics (e.g., decrease in time or issue being solved by grant, increase in population served, utilization of the grant); researches, analyzes, and evaluates existing operations, policies, and/or procedures of a specific grant program or project to identify areas for improvement; researches background information to understand current practices and related issues; conducts program needs analysis; conducts research to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies, and/or procedures.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; maintains and updates knowledge of County, state, and federal grant requirements and regulations; attends training to improve job knowledge and performance; participates in weekly meetings, department monthly meetings, and strategic planning meetings; creates tutorials for stake holders and end users.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with six (6) years of grant writing, grant coordination, or related experience; or any equivalent combination of education, training, and experience.

Supervisor, Grants

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), word processing software (Microsoft Word), enterprise management system software (Infor Lawson), presentation software (Microsoft PowerPoint), PDF Software (NitroPro), and database and grant management software or websites (OnBase, Grants Management Systems, System for Award Management, Enterprise Asset Management, etc.).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 grant applications, grant guidance, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, RFPs, request for bids (RFBs), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook,, grant guidelines, County purchasing procedures and requirements, relevant sections of Ohio Revised

Supervisor, Grants

Code, relevant sections of Ohio Administrative Code, DOJ Financial Management Handbook, Code of Federal Regulations 200, and grant allocation procedures.

- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports, monitoring reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, RFBS, financial statements, statistical reports, employee performance reviews, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, and contract law legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, grant sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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