

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0418

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 November 2, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through 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:    *GIS Technician Planning Commission*  
                  Number:        16941

Pay Grade: 7B/Non-Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Appraisal Systems Analyst*  
Class Number: 20021  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Employment Service Coordinator*  
Class Number: 13031  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Changes were made to essential job functions, language and formatting and distinguishing characteristics. A technology section was added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Manager, Purchasing*  
Class Number: 11053  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018.  
Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *OED and Training Specialist*  
Class Number: 14011  
Pay Grade: 8A/Exempt (No change)  
\* \* PRC routine maintenance. Classification last revised in 2018.  
Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Talent Acquisition & Employment Specialist*  
Class Number: 14142  
Pay Grade: 12A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Proposed Deleted Classifications:

Exhibit G: Class Title: *Early Child Care Program Specialist*  
Class Number: 13051  
Pay Grade: 7A/Non-Exempt  
\* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

**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 Mr. Miller, the forgoing 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

<b>Class Title:</b>	GIS Technician, Planning Commission	<b>Class Number:</b>	16491
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7B
<b>Dept:</b>	Planning Commission	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to compile, refine, and maintain Geographic Information System (GIS) datasets and create maps using GIS software within the County Planning Commission.

### Distinguishing Characteristics

This is an entry level classification that is responsible for providing GIS mapping support in the Cuyahoga County Planning Commission. This classification works under the direct supervision of the Manager of the Information Services Section of the Planning Commission.

### 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%
- Designs, refines, updates, and maintains GIS data; analyzes and interprets digital data sets, maps, aerial photography and other source documents; performs standard database querying and basic spatial analysis; updates GIS using various source materials including CAD design or drawing files, as-builts, hand drawn markups, and hardcopy drawings using GIS software; collects data in the field using a global positioning system (GPS) receiver; catalogs and maintains Agency's inventory of maps and GIS related documents.
- 35% +/- 10%
- Creates and publishes map products for county employees and departments, engineers, consultants, contractors, municipalities and the public both digitally and in hardcopy; operates and maintains the agency's printer and plotter equipment; develops and maintains online web maps, hard copy maps and data.
- 15% +/- 5%
- Coordinates GIS data and source material sharing and exchanges with partner agencies; shares digital media data and sources; grants access to data and sources for sharing; obtains external data for use by the County; assists in the development of dashboards and web applications for GIS data and maps.

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

- Bachelor's degree in geography, information technology, urban planning, or a related field; or an equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

## GIS Technician

### **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, multi-function printer, plotter, GPS equipment, and drafting tools.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including GIS software (Esri ArcGIS, ArcMap, ArcGIS Pro, ArcGIS Online), image editing software (GIMP), PowerPoint, spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Access, SQL) and graphic design software (Adobe Creative Cloud).

#### **Supervisory Requirements**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and calculate and interpret basic descriptive 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 engineering plans, zoning maps, blueprints, street maps, subdivision maps, land survey documentation (plat, deed, legal description), daily sewer maintenance report, requests for GIS information, requests for maps, municipal sewer plans, tax maps, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department guidelines, Ohio Revised Code, GIS software manuals.
- Ability to prepare a variety of maps, public information requests, annual report maps, presentations, and other project-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering, GIS, and data processing terminology and language.
- Ability to communicate with supervisors, vendors, clients, consultants, other County employees, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Appraisal Systems Analyst	<b>Class Number:</b>	20021
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Fiscal Office	<b>EXHIBIT B</b>	

**Classification Function**

The purpose of this classification is to support activities of the Residential/Agricultural Appraisal Unit and/or Commercial/Industrial Appraisal Unit by compiling data and preparing reports for the Triennial Update and Sexennial Revaluation of property in Cuyahoga County.

**Distinguishing Characteristics**

This is a journey-level classification with responsibility for performing tax appraisal data and reporting activities for the Real Estate Tax Division of the Fiscal Office. This class works under general direction of the Manager, Commercial/Industrial Appraisal and within a clear framework of policies, procedures, regulations, and laws. Individuals in this position plan own work to meet given objectives within given timelines. This position does not supervise employees but may distribute work, review others' work, and train other employees.

**Essential Job Functions**

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

- 50% +/- 10%
- Processes and cleans data in appraisal system to assist with tax appraisal activities; ensures accuracy of commercial and/or residential maintenance items in the system including building permits, sub-registers, and razing affidavits; maintains and updates industrial and/or residential reports; maintains and updates commercial/industrial and/or residential/agricultural property databases; ensures data collection process and reports are timely and accurate; finalizes values and submits petitions for each inquiry to the Real Property department; researches and analyzes properties using industry standard financial analysis programs to support market values of income properties; identifies changes to exempted or abated properties to determine the taxable portion of the property; resolves valuation records issues or listing discrepancies made by taxpayers or discovered through internal investigation.
  
- 20% +/- 10%
- Assists with completion of the Triennial update of Cuyahoga County property valuations by completing data collection, tracking, and reporting responsibilities; performs trend analyses using the Computer Aided Mass Appraisal (CAMA) system by comparing all properties that have sold since the prior reappraisal to determine appropriate sales ratios; utilizes CAMA system to conduct sales ratio analyses to establish trends by market areas and property type; sends a tentative valuation abstract to the state for approval; archives reappraisal documentation according to record retention schedules and best practices; compiles complaints and questions from taxpayers regarding residential revaluation and assigns to appropriate review staff for resolution.

## Appraisal System Analyst

20% +/- 10%

- Assists with completion of the Sexennial Revaluation of Cuyahoga County property valuations by completing data collection, tracking, and reporting responsibilities; performs data maintenance on old databases using SQL and Access to prepare databases for revaluation; ensures valuation notice data is accurate and complete; provides print vendor a file to send notice to taxpayers; archives reappraisal documentation according to records retention schedules; compiles complaints and questions from taxpayers regarding residential revaluation and assigns to appropriate review staff for resolution.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of changes in applicable legislation, policies, and procedures; assists with the development of departmental policies and procedures related to data collection and reporting to ensure compliance with legislative requirements; communicates with clients to assess needs, provide information or assistance, and resolve issues; completes special projects as assigned.

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

- Bachelor's degree in business, accounting, computer science or a related field with three (3) years of experience in real estate appraisal, tax collections, or related 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), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtracts, 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 established criteria to define consequences and develop alternatives.



## Appraisal System Analyst

- Ability to comprehend a variety of informational documents including building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation reports, income tables, cost tables, and timesheets.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, the Employee Handbook, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters, 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 appraisal terminology and language.
- Ability to communicate with staff, taxpayers, management, co-workers, vendors, attorneys, 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

<b>Class Title:</b>	Employment Service Coordinator	<b>Class Number:</b>	13031
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Work Force Development and Health and Human Services <b>EXHIBIT C</b>		

## Classification Function

The purpose of this classification is to complete day-to-day tasks involved in the delivery of employment service programs.

## Distinguishing Characteristics

This is an entry-level classification responsible for the delivery of employment service programs. 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. This classification requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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%

- Oversees employment service program participants; monitors and records attendance, case notes, training progress, certification, and employment outcomes from various employment service programs; monitors service provider's documentation of program participants to maintain Individual Training Accounts (ITA) in database; processes ITA contracts and paperwork; provides case management for ITA participants; prepares ITA contracts and cost projections with service providers; creates and conducts program orientation and training workshops.

20% +/- 10%

- Interviews, evaluates, and assists participants in employment service programs and refers participants to employment opportunity or service providers for training; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and vocational assessments and interprets test results; services employer job orders by selecting and referring qualified applicants according to employer's specifications; assists program participants with on-line application, creating resumes, finding job openings, and other computer related functions; creates resumes for program participants; conducts participant career counseling; assists participants by providing employability plans and post-program referrals; conducts Test of Basic Adult Education (TABE) eligibility for Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program.

20% +/- 10%

- Updates data in appropriate database and prepares required reports; maintains records of job placement data, training data, and program eligibility; compares and/or reviews data in different database systems to ensure accuracy; collects and maintains program outcome data and creates summary spreadsheets and reports; creates summary reports of data (provider invoices, employability plans, etc.) and reviews for accuracy; reviews data and invoices entered by providers to determine action needed.

## Employment Service Coordinator

20% +/- 10%

- Acts as a point of contact for assigned department; consults and coordinates with providers contracted to train individuals involved in work programs; collaborates and coordinates with internal and external agencies, employers, and educational institutions; refers clients to community resource agencies as appropriate.

5% +/- 2%

- Recruits employers to participate in employment service programs; contacts employers to explain and promote employment programs; gathers information about potential employment opportunities for program participants; solicits job orders and obtains employer's agreement to participate; writes and services job orders; organizes and attends community job fairs.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; conducts research and reports on current trends and practices.

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

- Associates Degree in social work, public administration, business administration, or a related field and two (2) years of experience in employment services, career coaching, social work, or related field; 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 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**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

## Employment Service Coordinator

- Ability to comprehend a variety of informational documents including certification lists, performance reports, applications, contracts, registration forms, cost projection forms, invoicing reports, authorization forms, time sheets, attendance records, pay stubs, labor department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Workforce Innovation and Opportunities Act (WIOA) Final Rules, Temporary Assistance for Needy Families (TANF) Regulations, Operations Manual, DEC Manual, ethics standards, and the Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual reports, certification lists, spreadsheets, timesheets, applications, assessments, outcome reports, resumes, 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 marketing and career counseling terminology and language.
- Ability to communicate effectively with supervisor, co-workers, clients, program participants, employers, educational institutions, training providers, youth providers, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Purchasing	<b>Class Number:</b>	11053
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Fiscal – Department of Purchasing	<b>EXHIBIT D</b>	

## Classification Function

The purpose of this classification is to manage and supervise the operations, process, and personnel of the Department of Purchasing in accordance with County Code requirements.

## Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and managing the County Department of Purchasing (DoP) under general direction. This class requires the solution of operational, technical, administrative, and management problems related to purchasing. The employee is expected meet, consult, and collaborate with the Director, DoP and other department directors/management to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## 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%
- Manages the operations of the County’s purchasing division; reviews all purchase awards for compliance with statutory policy and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in County database and purchasing software systems; creates purchase reports; reviews all requisitions prior to being assigned to buyers; monitors and tracks procurement activities; solves purchasing related problems, questions, and concerns with departments, vendors, and manufacturers; ensures that department staff are processing the procurement of goods and services in compliance with governmental rules and regulations; keeps apprised of the purchasing marketplace and any applicable laws that affect government purchasing; creates and updates purchasing procedures and documentation in line with current County environment and government laws.
  
- 25% +/- 10%
- Supervises and directs the work of Purchasing Agents 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
  
- 25% +/- 10%
- Provides assistance and training to buyers, staff, and County departments on software issues, vendor complaints, and purchasing process; creates training videos; trains and instructs departments and new hires on the software system, purchasing process, and policies and procedures.

## Manager, Purchasing

25% +/- 10%

- Administrates and maintains procurement database software; approves paths and document uploads; administrates Buyer and Requestor roles in database software; processes purchasing department help desk tickets; establishes approval paths for purchases; researches and resolves technical issues with purchasing module of software system; completes necessary testing of software system.

10% +/- 5%

- Processes public records requests related for the Department of Purchasing; processes department memberships in professional organizations; serves as a backup to the Director in his/her absence; plans, coordinates, and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

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

- Bachelor's degree in business administration, public administration, or a related field with six (6) years of related experience including two (2) years of supervisory 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 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), and appropriate modules of an enterprise management software (Infor Lawson, OnBase).

#### **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 and calculate decimals and percentages, and perform routine statistics.

## Manager, Purchasing

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

- 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 departmental budget reports, purchase order documentation, contract documentation, board of control and council meeting agendas, billing invoices and statements, timesheets, and public records requests.
- Ability to comprehend a variety of reference books and manuals including departmental policies and procedures, the Employee Handbook, Ohio Revised Code, County Code, procurement software manuals, ethical guidelines, and procurement training guides.
- Ability to prepare wire request memos, p-card documentation, spreadsheets and reports, 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.
- Ability to use and understand purchasing, accounting, and related legal terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Organizational and Employee Development and Training Specialist	<b>Class Number:</b>	14011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Human Resources	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to develop and facilitate training content and programs and assist senior level employees with Organizational and Employee Development (OED) projects.

### Distinguishing Characteristics

This is an entry-level classification that is responsible for developing and facilitating training programs as well as assisting senior level employees with OED projects. Employees in this class work under direct supervision from the Manager of Organizational and Employee Development. 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.**

30% +/- 10%

- Assists with organizational change management and employee engagement efforts for county departments and agencies; provides expertise on organizational change strategies; presents needs assessment or personnel data to inform management; assesses change readiness of department or agency personnel by collecting information (e.g., focus groups, surveys) to determine resistance/acceptance; assists with identifying organizational impact of change initiatives by conducting analyses; makes approved recommendations to management based on the information collected from change readiness assessments; assists with employee engagement activities; gathers employee feedback via forums and surveys and disseminates the results to management.

30% +/- 10%

- Assists with executing training initiatives; develops training plans based on needs assessments and instructional analyses; disseminates training through different formats; uses instructional design methodology to develop training curriculums; creates status reports using project management tools; creates exhibits or training deliverables (e.g., job aids) to supplement instructor-led training or eLearning; develops training project plan communications containing a detailed break-down on project milestones, methods used to communicate to various audiences, and other significant factors that affect the training; schedules classes and reserves classrooms for training classes; monitors the department's training mailbox and updates the training calendars.

20% +/- 10%

- Assists with organizational and employee development efforts for County departments and agencies; researches relevant best practices of comparable jurisdictions; reviews employee performance data to identify effective methods of employee development; partners with management to address and respond to department initiatives (e.g., performance management, learning, succession planning, development, career pathing); coordinates with agency or department management to assess and address identified leadership gaps and to assist them with the succession planning process.



## Organizational and Employee Development and Training Specialist

15% +/- 5%

- Participates in needs assessments/instructional analyses of county department and agency personnel to aid in employee development efforts; conducts needs assessments (e.g., profiling, competency validation); collects information from management through in-person meetings, shadowing, phone calls, or emails; conducts instructional analyses by determining what instructional method is most appropriate; recommends best method to address identified gaps by considering cost and benefits of methods and the audience involved (e.g., educational level, access to e-learning) to impart the most impact; reviews and logs training requests.

5% +/- 2%

- Assists in evaluating effectiveness of OED initiatives; analyzes data to identify or develop the talent management processes or training initiatives; evaluates OED initiatives by analyzing data to determine the impact; reviews training attendance records, pre- and post-assessment results, surveys, and other measurement tools to determine engagement of employees.

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

- Bachelor's degree in business administration, human resource management, organizational development, or related field with one (1) year of training or education 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 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), publishing software (MS Publisher), learning management software, and project management tools.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

## Organizational and Employee Development and Training Specialist

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

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and 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, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Talent Acquisition & Employment Specialist	<b>Class Number:</b>	14142
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT F</b>	

### Classification Function

The purpose of this classification is to develop and coordinate talent acquisition projects and serve as the team lead for the Talent Acquisition staff.

### Distinguishing Characteristics

This is an advanced journey level classification with responsibility for developing and managing talent acquisition projects under a framework of policies, procedures, regulations and guidelines as well as serves as a team lead for Talent Acquisition staff. The incumbents in this classification are expected to exercise discretion in applying procedures to resolve issues and leading projects.

### Essential Job Functions

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

- 30% +/- 10%
- Serves as a team lead for the Talent Acquisition staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 20% +/- 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, including but not limited to the identification of timeline, milestones, deliverables, approvals, candidate sourcing & screening, and interview competencies and assessments; works with line managers to address existing and anticipated organizational and skill needs; assists in identifying areas of skill deficiencies and developing solutions to address them; develops an understanding of job requirements; works with hiring managers to identify departmental skill gaps and possible opportunities to identify and/or create entry level and experienced employment opportunities; identifies possible internship, cooperative education, or other training programs to assist in early talent identification; assists in identifying and/or creating mechanisms to retain employees; develops a pipeline of experienced and entry level candidates to anticipate future hiring needs; creates mechanisms to foster short and long term candidate relationship building as a feeder for County vacancies.
- 20% +/- 10%
- Develops, plans, implements, and evaluates existing and new talent acquisition programs; leads, participates, and implements talent acquisition and employment strategies; answers management's questions about the programs and initiatives; 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 experience; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turn over analysis ratios, skill set availability, and local, state, and federal unemployment rate.
- 10% +/- 5%

## Senior Talent Acquisition & Employment Specialist

- Screens applicants qualifications for unclassified positions to ensure minimum qualifications are met, and forwards suitable candidates to hiring manager; records appropriate information on any applicable job applicant screening forms to assist managers in supporting selection decisions; screens applications for bargaining and non-bargaining positions, based on job qualifications and makes recommendations to hiring manager; prepares correspondence to applicants, including test notices, rejection notices, invitations to interview, offer letters, etc.; coordinates and facilitates applicant screening processes including assessments and interviews; communicates with stakeholders on interviewing process and establishes roles for all participants in the hiring and selection process.

10% +/- 5%

- Develops and coordinates talent acquisition outreach projects and programs in alignment with organizational need for current and future vacancies within the County; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups); builds relationships with unemployment agencies, higher educational institutions, welfare co-work, community leaders, etc.; develops talent acquisition goals for under-representative groups and proceeds accordingly; investigates and implements new talent acquisition processes; monitors local and national employment trends and makes recommendations; identifies appropriate departmental vacancies and solicits internships with local colleges and universities as needed; assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community based organizations; identifies targeted candidate populations: skilled trades/craft, students, military/veterans, retraining, & re-entry programs, vocational programs and educational institutions, etc. to support organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives.

10% +/- 5%

- Performs related administrative duties; maintains records of data and information on vacant positions to determine talent acquisition needs; tracks vacancies; tracks and monitors the filling of positions based on the talent acquisition goals; prepares reports as needed.

### **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 five (5) years of talent management 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**

- 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 eligibility lists, interview guide, hiring memo, compensation analysis, offer letter, classification specifications, job descriptions, background check information, resumes, cover letters, applications, temporary work level assignments documents, assessment scores, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, interview packet, hiring packet, offer package, onboarding packet, PowerPoint presentations, job postings, LinkedIn postings, hiring request forms, hiring recommendations, recruitment plans, 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, to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resource and legal terminology and language.
- Ability to communicate with managers, supervisors, coworkers, other County employees, and job applicants.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Early Child Care Program Specialist	<b>Class Number:</b>	13051
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Health and Human Services	<b>EXHIBIT G</b>	

### Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

### Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. This classification works under a framework of defined 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.**

- 55% +/- 10%
- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.
- 20% +/- 10%
- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.
- 25% +/- 10%
- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

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

- Bachelor's degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

## **Early Child Care Program Specialist**

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide 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 billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, contract amendments, 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 communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and occasional site visits.

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