

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0027

Sponsored by: **Councilmember Turner 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 January 11, 2023, 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: *Equity and Inclusion Coordinator*
 Number: 10281

Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Manager, Environmental Services*
Class Number: 18131
Pay Grade: 14A/Exempt

Exhibit C: Class Title: *Youth Development Program Coordinator*
Class Number: 13251
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Contract Analyst*
Class Number: 19031
Pay Grade: 9A/Exempt
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 8A to 9A.

Exhibit E: Class Title: *Critical Infrastructure Analyst*
Class Number: 12151
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Changes were made to the essential functions, additional requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit F: Class Title: *Early Childhood Resource & Training Coordinator*
Class Number: 13172
Pay Grade: 14A/Exempt
* PRC routine maintenance. Classification last revised in 2021. Updates were made to the environmental exposure variables and to the CPQ to ensure accuracy. Pay grade increased from 12A to 14A.

Exhibit G: Class Title: *Human Resources Generalist*
Class Number: 14111
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, supervisory requirements, and language and formatting. A technology requirements section was added. No change to the 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. Turner, seconded by Mr. Miller, the forgoing Resolution was duly adopted.

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

Nays: None


County Council President

3/23/23
Date


County Executive

3/23/23
Date


Clerk of Council

3/23/23
Date

First Reading/Referred to Committee: February 14, 2023

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

Journal CC049
March 14, 2023

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Equity and Inclusion Coordinator	Class Number:	10281
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Department of Equity and Inclusion	EXHIBIT A	

Classification Function

The purpose of this classification is to coordinate and support administrative, data collection, and reporting functions for the Department of Equity and Inclusion.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Director of the Department of Equity and Inclusion (DEI) and is responsible for coordinating the collection, review, maintenance, and analysis of data and information utilized by DEI to evaluate performance of diversity goals and equity initiatives. 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.

70% +/-10%

- Coordinates the collection, review, maintenance, and analysis of data and Information utilized by DEI to evaluate performance of diversity goals and equity initiatives; reviews, maintains, and monitors information regarding purchasing activities, diversity goals, and equity initiatives in databases and spreadsheets; researches information for purchasing activities (RFPs, RFQs, bids) in the purchasing and DEI databases and checks quality and accuracy of information by researching and comparing information; reviews the Board of Control (BOC) and County Council agendas to locate information on approved awards; examines information (i.e., database, contracts) on awarded contracts and calculates what percentage of participation of an awarded contract was completed by minority, women, and small business enterprise (MBE/WBE/SBE) subcontractors; examines contracts and determines level at which contractors/subcontractors met goals (fully met/partial waiver/full waiver/good faith effort/non-profit); determines if received information regarding purchasing activities is correct and updates in the database; prepares various reports supporting department initiatives including status and diversity participation information; updates database with BOC approval dates; updates the department's diversity goals for MBE/WBE/SBE into the database; reviews daily Bid Schedule and updates information into the database; updates spreadsheet tracking awarded vendors and their vendor information (bids, status, etc.) for use with the disparity study; reviews provided information regarding departments' purchasing/contracting forecast activities; determines if there are errors and inconsistencies in the information provided by departments; maintains information in the purchasing forecast spreadsheet; provides information to the IT team to update information (i.e., RFPs, RFQs, formal and informal bids, bids that have been approved and awarded, etc.) on the appropriate webpage and/or database.

15% +/- 5%

- Acts as a liaison for the department; provides information to the general public as requested; fulfills public records requests by researching records/database, determining what information needs to be redacted according to public records regulations, and providing to requester via software system;

Effective Date:
Last Modified:

Equity and Inclusion Coordinator

contacts departments to obtain information and resolve errors/inconsistencies in provided information.

5% +/-2%

- Serves as an ombudsman for the DEI; acts as primary contact for receiving inquiries/complaints related to the County's equity initiatives and performs initial evaluation of complaints; monitors and tracks inquiries/complaints in the database from start to resolution; provides preliminary assessment of issues to the DEI Director; addresses and resolves inquiries/complaints including escalating issues to the appropriate departments (HR, County Human Rights Commission, Inspector General, etc.) as needed.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various meetings and trainings; sends emails to vendors inviting them to bid on upcoming opportunities; orders office supplies for Purchasing/DEi department; distributes parking passes for Fiscal Office employees; coordinates conference travel plans for DEi staff; assists with updating Department of Equity and Inclusion Mandatory Training Log.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, marketing, or related field and one (1) year of administrative support 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, Microsoft Access), word processing software (Microsoft Word), and database software (Infor, OnBase, Matrix).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Effective Date:
Last Modified:

Equity and Inclusion Coordinator

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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, invitations to bid, bid tabulation spreadsheets, invoices, vendor listings, bid submissions, formal Diversity Goals, County Council approvals, Board of Control agendas, Purchasing Forecast Report, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, the Employee Handbook, and the Ohio Revised Code.
- Ability to prepare responses to public records requests, 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 supervisors, co-workers, directors, other County employees, customers, 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:	Manager, Environmental Services	Class Number:	18131
FLSA: Exempt	Exempt	Pay Grade:	14A
Dept:	Public Works	EXHIBIT B	

Classification Function

The purpose of this position is to manage the environmental services compliance for the Sewer Maintenance division of the Department of Public Works and serve as the County Operator of Record.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for managing compliance of environmental services for County wastewater discharge and sewage pumping stations. This position works under general direction of the Chief Deputy of Maintenance or designee. This position oversees a large component of the operations and promotes the efficiencies of the sewer maintenance division. This position requires a thorough understanding of the applicable policies, procedures, regulations, and guidelines and is expected to exercise judgment in ensuring that operations conform to required regulations.

Essential Job Functions

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

40% +/- 10%

- Manages environmental services for the Sewer Maintenance division as the County Operator of Record; oversees the National Pollution Discharge Elimination Parameters for all County wastewater treatment; oversees sewage pumping stations; assures that all new or rehabilitation construction is installed to conform to the County rules, regulations, and standards; reviews and evaluates monthly operating data for all wastewater facilities as a basis for recommended changes, improvements, short term planning, long term planning, and as a reporting tool for the various municipalities; monitors, reviews, and evaluates the County safety program; ensures the safety program addresses the goals and concerns of the County and the Industrial Commission.

30% +/- 10%

- Supervises and directs the work of 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.

30% +/- 10%

- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information; communicates with various agencies and departments regarding environmental services activities; creates schedules for crews to visit specific sites and perform general maintenance or repairs; creates and submits monthly reports required by the Environmental Protection Agency; attends training classes to prepare for Ohio EPA exams; communicates with mayors, service directors, city engineers, and any other

Manager, Environmental Services

elected/appointed government officials concerning the infrastructure of wastewater treatment facilities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree; with five (5) years of sewer maintenance and 3 years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must have and maintain Ohio EPA Wastewater Collections Class II or a Class 1 Wastewater Treatment license.

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 and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and pump station activity system software.

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 basic algebraic equations.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

Manager, Environmental Services

- Ability to comprehend a variety of informational documents including vehicle maintenance reports, EPA reports, purchase orders, inspection and operation reports, safety reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, the Employee Handbook, State of Ohio EPA rules and regulations, and OSHA regulations.
- Ability to prepare reports such as EPA reports, equipment specifications, performance evaluations, budget recommendations, contracts, statistical reports, 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 interpret engineering, wastewater, and related legal terminology and language.
- Ability to communicate with employees, supervisors, residents, other County employees, engineers, employees of cities and municipalities, and the general public.

Environmental Adaptability

- Work may involve exposure to temperature/weather extremes, strong odors, wetness/humidity, disease/bodily fluids, electrical currents, bright/dim lights, noise extremes, and machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Youth Development Program Coordinator	Class Number:	13251
FLSA:	Exempt	Pay Grade:	11A
Department:	Health and Human Services	EXHIBIT C	

Classification Function

The purpose of this classification is to coordinate and oversee youth development service programs provided by the Family and Children First Council.

Distinguishing Characteristics

This is a journey-level classification that is responsible for managing youth development projects and programs provided by the Family and Children First Council that assist youth and their families access appropriate community services. This position works under direction from an Executive Officer and receives instruction or assistance as new or unusual situations arise. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

70% +/- 10%

- Oversees and coordinates assigned youth development social service delivery programs; assists in developing Request for Proposals (RFPs) for assigned projects; prepares contracts and contract amendments for service delivery vendors; submits drafts of contracts for approval by the Law Department; attends contract meetings; reviews and evaluates internal and external RFP's, familiarizes provider staff with their contract; explains provider's scope of work, program benchmarks, and required reporting, invoicing, and program expectations; monitors contract activities of providers to ensure the provider is fulfilling its contractual obligations; creates timelines for projects; reviews and approves program events and marketing materials; provides oversight of contracted provider staff including completing regular check-ins, leading update meetings, and monitoring team activities; prepares training materials and conducts training for providers (by program as appropriate); periodically visits program sites of providers to observe and evaluate program activities; provides customer service to providers regarding questions on billable costs, invoice status, and payment status; answers inquiries, provides clarification, and offers assistance to providers regarding documentation required to support their invoices; reviews program evaluation reports; provides recommendations and guidance to providers on program outcomes and improvements; utilizes software systems to enter and/or review program data; reviews provider invoices by comparing invoice information with information from contract budget line items; submits invoices to appropriate parties for approval and reimbursement; conducts research to identify potential grants to support and/or enhance youth development programs.

15% +/- 5%

- Functions as a liaison with internal team members, community agencies, and direct service providers, on shared projects; participates in meetings with contracted vendors, sub-grantees, and external partners to set goals and priorities to address gaps and barriers in overall service delivery and follow up with the planning process; presents information on FCFC programs at meetings; serves on various committees and task forces.

Effective Date: TBD
Last Modified: TBD

Youth Development Program Coordinator

15% +/- 5%

- Assists upper-level management with developing new operations, systems, policies, and/or procedures for new and existing youth development programs; researches new legislation to address required changes in existing operations, policies, and/or procedures; shares research findings at both inter and intra agency committees; researches customer, client, or citizen complaints; develops and examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies, and/or procedures; develops plans for implementation and carries out implementation; conducts program surveys to determine program effectiveness and gather feedback; accesses program data in software systems to research program performance and metrics; analyzes program data to draw conclusions about performance.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in social work, psychology, or related field with three (3) years of social program administration, social work, psychology, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No 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), word processing software (Microsoft Word), publishing software (Microsoft Publisher), and data management software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Youth Development Program Coordinator

- Ability to comprehend a variety of informational documents including billing invoices, program reports, marketing materials, program evaluation data, contracts, annual evaluation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, code of ethics, administrative procedure manuals, program guidelines, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare program reports, update reports, contracts, billing invoices, evaluation reports, program guidelines, training materials, survey reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret program related terminology and language.
- Ability to communicate with managers, supervisors, system partners, contracted direct service providers, community agencies, client families, 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:	Contract Analyst	Class Number:	19031
FLSA:	Exempt	Pay Grade:	9A
Dept:	All Departments	EXHIBIT D	

Classification Function

The purpose of this classification is to develop, coordinate, and monitor contract activities for a department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for developing, modifying, and monitoring contract processing procedures and activities. The incumbent works under the general direction of an administrative supervisor. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the 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.

50% +/-10%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services; advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; enters information regarding contracts, invoices, and payments into appropriate databases; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information (i.e., expenditures, etc.) to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.

20% +/- 10%

- Plans and conducts monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

10% +/- 5%

- Assists with provider budget development, invoice reconciliation, and contract invoicing functions; works with providers to develop a budget with the awarded amount from the contract; ensures that budget line items are compliant with contract; makes recommendations based on budget analysis on amount to be awarded when contract is being amended; receives receipts and invoices from providers and reviews for accuracy and completeness; reconciles invoices with provider budget; makes recommendations to adjust budget; verifies that expenditures comply with contract and source funding regulations; produces packet to submit for payment processing.

Contract Analyst

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; develops new operations, policies, and procedures to improve processes.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates department procedure manual, procedure timelines, and filing system; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other county agencies and/or departments for funding confirmation and legal advice.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field; or an 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 automated office machines and equipment including computer and multifunction printer.

Technology Requirements

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

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.

Contract Analyst

- Ability to comprehend a variety of informational documents including contracts, contract amendments, contract status reports, certificates of liability insurance, worker's compensation insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policies and procedures/standard operating procedures, the Ohio Administrative Code, the Code of Federal Regulations, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, proposal/contract evaluation forms, debarment suspension form, certification forms, 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 legal and basic accounting terminology and language.
- Ability to communicate with supervisors, co-workers, vendor contacts, program contacts, the Law Department, members of external agencies, and other County employees.

Environmental Adaptability

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

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:	Critical Infrastructure Analyst	Class Number:	12151
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services	EXHIBIT E	

Classification Function

The purpose of this classification is to develop, implement, coordinate, and manage fire intelligence sharing and critical infrastructure protection programs in Ohio Homeland Security Region 2 for the Northeast Ohio Regional Fusion Center.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the management of fire intelligence sharing and critical infrastructure activities in Ohio Homeland Security Region 2 (OHSR II – which includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, and Lorain) as well as overseeing and coordinating training needs. This position works under general supervision from the Deputy Director of the department of Public Safety and Justice Services but is expected to work with a degree of independence and exercise judgment and initiative in performing work.

Essential Job Functions

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

30% +/-10%

- Coordinates and manages fire service activity integration into the intelligence and information sharing process in OHSR II; identifies and recruits fire personnel for the FLO Program; oversees dissemination of relevant threats and analyses to appropriate local law enforcement, fire service organizations, and federal agencies; attends fire service threat assessment meetings and conference calls; develops, implements, and maintains written policy outlining standard operating procedures for suspicious activity and incident reporting process for OHSR II; communicates information requirements and the overall information-gathering strategy to private and public-sector partners; ensures that fire service integration activities are in compliance with the Department of Homeland Security (DHS) Fire Service Integration for Fusion Centers; completes Request for Information (RFI) from law enforcement, fire, health, and private sector partners.

30% +/-10%

- Oversees and manages information sharing and intelligence analysis activities in support of the protection of OHSR II Critical Infrastructure and Key Resources (CIKR); identifies CIKR assets in OHSR II; researches, tracks, reviews, and analyzes CIKR incidents within OHSR II as well as at the state and national level to identify risks and trends; collects intelligence, threats, and information on suspicious activities relating to CIKR and analyzes information to determine threat levels, local CIKR vulnerabilities, potential consequences of attacks, and risk mitigation and the resulting effects; identifies intelligence and information gaps and strategizes information gathering opportunities; conducts on-site threat or vulnerability assessments as needed; produces threat assessment reports

Critical Infrastructure Analyst

for identified major events in NE Ohio; serves as a liaison between federal, state, local, and private sector security partners; oversees dissemination of relevant CIKR threats and analyses to the appropriate critical infrastructure (CI) sector and federal agencies; develops, reviews, and updates information gathering, analyzing, and reporting policies and procedures and presents as necessary; ensures that critical infrastructure protection activities are in compliance with the DHS' National Infrastructure Protection Plan.

30% +/-10%

- Coordinates, develops, and delivers intelligence and awareness training programs, sector and industry specific programs, and criminal and terrorism awareness training programs; collaborates and coordinates with state and federal partners to deliver training to fusion center, local law enforcement, fire service partners, first responders, and private sector partners; updates training materials; conducts evaluations on the effectiveness of training courses.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; produces public awareness and training materials including intel bulletins, offer safety bulletins, situational awareness bulletins, and suspicious activity reports; responds to requests for information; attends local, state, and federal safety and security meetings addressing homeland security concerns, CIKR security, intelligence sharing, and identification of security gaps.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in critical infrastructure protection, emergency management, intelligence studies, criminal justice, public administration, statistics, or related field and three (3) years of experience in criminal justice, emergency management, emergency services, intelligence analysis, or critical infrastructure protection; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within 1 year of being hired. Must have and active State of Ohio Firefighter Card and/or State of Ohio Paramedic Card

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.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 10lbs.

Technology Requirements

Critical Infrastructure Analyst

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and security and law enforcement database software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including requests for information, suspicious activity reports, terrorism screening reports, situational intel report, intelligence briefs, national intel threat briefs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Bureau of Justice Assistance's Criminal Intelligence Systems Operating Policies, Privacy, Civil Rights, and Civil Liberties Guidelines, DHS' Fire Service Integration for Fusion Centers Manual, DHS' National Infrastructure Protection Plan, and NEORFC's Standard Operating Procedures.
- Ability to prepare intelligence bulletins, officer safety bulletins, presentations, training materials, threat assessments, suspicious activity reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and medical terminology and language.
- Ability to communicate effectively with supervisor, fire service personnel, law enforcement personnel, representatives of public safety and private sector entities, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, electrical currents, explosives, violence, bright/dim lights, noise extremes, vibrations, and machinery.

Critical Infrastructure Analyst

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:	Early Childhood Resource & Training Coordinator	Class Number:	13172
FLSA:	Exempt	Pay Grade:	14A
Dept:	Children and Family Services	EXHIBIT F	

Classification Function

The purpose of this classification is to serve as a resource to child welfare staff, biological families, and foster parents in child welfare cases involving children ages 0 through 5.

Distinguishing Characteristics

This is a supervisory-level classification responsible for serving as a resource to child welfare staff, biological families, kinship caregivers, and foster parents in child welfare cases and ensuring consideration of the child’s specific developmental and emotional needs during placement, visitation, and service delivery. The employee exercises discretion 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.

- 35% +/-10%
- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for young children; collaborates with the Early Childhood Mental Health (ECMH) System Coordinator, child-serving system partners, and other staff to ensure appropriate services are secured for children and their families; serves on committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.
- 25% +/-10%
- Provides trainings for staff, caregivers, and other providers on attachment, trauma, and the specialized and developmental needs of young children and families involved with the child welfare system; identifies areas of need and develops new trainings to promote awareness and change in practice and policy that reflects research and best practice for young children; maintains knowledge of current research, best practices, and available community resources and services.
- 15% +/-10%
- Provides direct ECMH consultation and therapeutic services to children and their families; provides initial screenings, outreach, and documentation of contracts; prepares ECMH consultation and therapeutic services and documentations; provides expert witness testimony in court when requested; provides in-home counseling services to children and their caregivers on an as-needed basis.

Early Childhood Resource & Training Coordinator

15% +/- 5%

- Supervises and directs the work of Early Child and Mental Health (ECMH) Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; 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, transfers, discipline, or discharge.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold and maintain a License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), License of Professional Clinical Counselor (LPCC), or License of Marriage and Family Therapy (LMFT) in the State of Ohio for the duration of employment.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must become an Ohio Child Welfare Training Program trainer at first opportunity after date of hire.

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 and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), word processing software (Microsoft Word) and virtual conferencing software (Microsoft Teams).

Supervisory Responsibilities

Early Childhood Resource & Training Coordinator

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, assessment scores, referral forms, logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, lists, expense reports, correspondence, purchase orders, performance evaluations, training materials, 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, ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, subordinates, coworkers, child clients, caregivers, parents, stakeholders, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to animals, smoke, dust, pollen, disease, bodily fluids, and violence.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Generalist	Class Number:	14111
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources	EXHIBIT G	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 45% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; interprets policies and procedures and their application to specific employee situations; responds to employee questions regarding HR concerns, requests, and complaints; communicates policy and procedures changes to employees; explains the Family Medical Leave Act (FMLA) process to employees and answers any questions that may arise; manages FML process and other leave processes for employees from initial request through to approval/rejection; serves as contact between employee and the worker's compensation department during an accident investigation and facilitates the process; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes database systems to update employee information (i.e., pay rates, compensation structure information, FML documentation, etc.); utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management; provides requested data and reports from database systems to stakeholders and management (seniority, scheduled leaves of absence, employee demographics, tenure, upcoming eligible retirees, attendance, etc.).
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.

Human Resources Generalist

10% +/- 5%

- Works collaboratively with Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas; facilitates the use of Pre-Disciplinary Conferences (PDC) to address absenteeism, attendance concerns, work performance, and other behaviors; assists with probationary removals, failures, and extensions; provides training and guidance on how to properly conduct disciplinary actions.

10% +/- 5%

- Coordinates and reviews the work of lower-level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development; trains newly hired HR associates on policies, procedures, and tech used in HR dept; assists supervisors with creating performance improvement plans (PIP) for underperforming employees.

5% +/-2%

- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to existing job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.

5% +/-2%

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

5% +/-2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

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.

Human Resources Generalist

Technology Requirements

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

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, 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 organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, attendance reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, Family Medical Leave Act, HIPAA, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource reports, correspondence, requests for PDCs, reports of PDCs, 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 and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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