

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0078

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 March 1, 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 Revised Classifications:

Exhibit A: Class Title: *Planner*
Class Number: 20171

Pay Grade: 8A/Exempt

* Based on information provided by the Planning Commission and similarities between the Planner and Senior Planner classifications, we are recommending the FLSA designation be changed from Non-Exempt to Exempt.

Exhibit B: Class Title: *Purchasing Agent*

Class Number: 11051

Pay Grade: 8A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit C: Class Title: *Purchasing Analyst*

Class Number: 11052

Pay Grade: 10A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, distinguishing characteristics, minimum requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit D: Class Title: *Senior Supervisor, Social Services*

Class Number: 13102

Pay Grade: 14A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit E: Class Title: *Supervisor, Social Services*

Class Number: 13101

Pay Grade: 12A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status. All employees in this classification are now bargaining.

Proposed Deleted Classifications:

Exhibit F: Class Title: *Account Clerk*

Class Number: 11001

Pay Grade: 3A/Non-Exempt

* All employees in this classification are now bargaining.

Exhibit G: Class Title: *Foster Adoptive Recruitment Specialist*
Class Number: 131311
Pay Grade: 6A/Non-Exempt
*All employees in this classification are now bargaining.

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 Ms. Simon, the forgoing Resolution was duly adopted.

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

Nays: None


County Council President

4/27/23
Date


County Executive

4/27/23
Date


Clerk of Council

4.27.2023
Date

First Reading/Referred to Committee: March 28, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC050
April 25, 2023

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Planner	Class Number:	20171
FLSA:	Exempt	Pay Grade:	8A
Dept:	Planning Commission	EXHIBIT A	

Classification Function

The purpose of this classification is to provide support to both short- and long-term comprehensive planning, quality of life, environment, and economic development of Cuyahoga County.

Distinguishing Characteristics

This is an entry-level position in the Planner series. Employees in this position work under direct supervision with increasing responsibility and independent judgment as work experience is gained. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Planner in that the latter has a greater level of experience, performs more complex work, and requires a certification in urban planning (AICP).

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%

- Assists other planners in the review of subdivision plats, and the research and creation of zoning documents and planning studies such as municipal Master Plans, Corridor Studies, or small area plans that propose policies and regulations for land use, housing, community facilities, transportation, environmental programs and other similar topics; interprets data; assists in preparing work proposals; assists in drafting planning reports; provides input in team planning meetings; edits co-workers' documents.

40% +/- 10%

- Prepares documents and materials needed to review subdivision plats and to research and create zoning documents, planning studies, and other records; researches, prepares findings, and summarizes results; collects a variety of statistical data and prepares reports and maps on topics such as land use, census information, tax base data, occupancy rates, and other data sets as necessary and applicable to the project.

10% +/- 5%

- Prepares and presents materials for meetings with City Officials and the Public as part of facilitating the planning and zoning process; creates computer graphics and prepares maps, reports, correspondences, and presentations for meetings and the general public.

10% +/- 5%

- Assists other planners and staff with more complex projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in urban/regional planning, landscape architecture, urban design; or an equivalent combination of education, training, and experience.

Planner

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.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including charts, plats, maps, plans, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, and memos.
- Ability to comprehend a variety of reference books and manuals such as Cuyahoga County Planning Commission Employee Policy and Procedures Manual and Cuyahoga County code of ethics, county subdivision regulations, municipal and township zoning regulations, state and federal regulations, department policies and procedures American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and established guidelines by state and federal agencies.
- Ability to prepare computer graphics, 3-D models, maps, meeting handouts and presentations, research and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal, engineering, and urban planning terminology and language.
- Ability to communicate with supervisors, stakeholders, county departments, regional agencies, project teams, municipal staff, members of the public, coworkers, and other planning professionals.

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:	Purchasing Agent	Class Number:	11051
FLSA:	Exempt	Pay Grade:	8A
Dept:	Fiscal-Office of Procurement and Diversity	EXHIBIT B	

Classification Function

The purpose of this classification is to procure equipment, supplies, materials, and services for the County, to prepare and review procurement documentation for specifications, and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Purchasing Manager and is responsible for performing a range of purchasing activities to procure equipment, supplies, materials, and services for County departments. 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.

- 60% +/- 10%
- Reviews procurement of routine equipment, products, and services for County departments; processes state contract purchases, sole source purchases, field buyer requisitions, and legal advertisements; reviews assigned departments' requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; solicits, reviews, and updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; ~~coordinates~~ and participates in pre-bid conferences; presides at bid openings; monitors open bids; reviews vendor bid and proposal submissions, bid bonds, and pricing sheets; reviews and processes contract documents; monitors and tracks procurement activities; utilizes various purchasing software to perform required duties; verifies compliance with purchasing procedure guidelines; reviews purchasing procurements done by department for compliance.
- 10% +/- 5%
- Maintains vendor documentation and acts as vendor point of contact; confers with vendors regarding bid specifications, requirements, and procedures; confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; assists with resolving issues/problems between County agency and vendors.
- 10% +/- 5%
- Coordinates with assigned departments regarding procurement needs; provides training to department contacts on purchasing policies, procedures, and software; assists buyers, staff, and

Purchasing Agent

County departments with procedural issues, software issues, system inquiries, vendor complaints, and general information; writes routine directives, instructions or correspondence concerning purchasing activities.

10% +/- 5%

- May perform duties to manage programs including p-card program and surplus property program; monitors and tracks transactions and account activities; approves and authorizes payments; processes procurement cards; monitors and maintains inventory accounts; ensures databases are up to date; prepares related reports and documentation; maintains record of procurement verification; submits actions to declare property as surplus; lists approved surplus items on GovDeals website; takes photos of surplus property for GovDeals website postings.

10% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; attends OPD buyer meetings; assists with the update and maintenance of purchasing policies and procedures; monitors funds availability; requests legal opinions for bid and contract submissions as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with one (1) year of purchasing 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 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), procurement software, and database software (INFOR).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Purchasing Agent

- 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, Request for Qualifications invitations to bid, bid tabulation forms, invoices, list of surplus items, vendor performance evaluations, vendor listings, correspondence, bid specifications, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, billing statements, justification requests, P-Card request forms, 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, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, the Law Department and vendors.

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:	Purchasing Analyst	Class Number:	11052
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office, Information Technology, Public Works EXHIBIT C		

Classification Function

The purpose of this classification is to plan and coordinate procurement and contracting activities for a County Department and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating, planning, and evaluating procurement and contracting activities for an assigned County Department. The employee works under general supervision of a supervisor/manager level position and 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 class is distinguished from the lower level by an increased level of financial accountability and planning responsibility as well as procurement of more specialized or highly technical products.

Essential Job Functions

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

60% +/- 10%

- Coordinates, plans, and evaluates procurement and contracting activities for assigned County Department (Department of Public Works, Medical Examiner's Office, or Department of Information Technology); procures technical and non-technical equipment, supplies, materials, and services for assigned department; creates and/or reviews assigned department's requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; prepares, reviews, and/or updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and track procurement activities; utilizes various purchasing software to perform required duties.

15% +/- 5%

- Coordinates vendor selection and activities for assigned department; maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing plans and schedules meetings with key stakeholders within own department for upcoming renewal of existing contracts; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; confers with vendors regarding bid specifications, requirements, and procedures; negotiates terms and conditions with vendors; confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; coordinates delivery

Purchasing Analyst

of goods and services with vendors and department staff; resolves issues/problems between County agency and vendors; reviews various vendor selection documents such as solicitation worksheets, detailed specifications, tabulation sheets, evaluation scoring summaries, and award recommendations. .

15% +/- 5%

- Coordinates with assigned department (Public Works, Medical Examiner's Office, or Informational Technology) regarding procurement needs; provides updates on status of current projects; assists staff and County department with procedural issues, software issues, system inquiries, vendor complaints, and general information; writes routine directives, instructions, or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing goods and services funded through various projects administered through assigned department.

5% +/- 2%

- Performs basic accounting functions related to procurement; verifies receipt of goods and services and; confirms payments and records and files payment documentation;

5% +/- 2%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; conducts research on purchasing and inventory inquiries for department; coordinates and assists with the update and maintenance of purchasing and contracting policies and procedures; coordinates with Law Department OPD (Department of Purchasing has no involvement with contract writing) to write contracts, agreements, amendments, and justifications; analyzes purchasing history and plots trends.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with three (3) years of purchasing experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

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

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 and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), procurement software, and database software (INFOR).

Supervisory Responsibilities

- No supervisory responsibilities required.

Purchasing Analyst

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, ratios, 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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings, correspondence, bid submissions, requests for contract approval, contracts, agreements, and amendments, requisitions, County Council approvals, Board of Control approvals, justification requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, Department of Purchasing Policies and Procedures Manual, TAC Rules, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and basic information technology/medical/engineering (depending on department) terminology and language.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, the Law Department, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Social Services	Class Number:	13102
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services	EXHIBIT D	

Classification Function

The purpose of this classification is to supervise lower-level supervisors and other assigned staff and oversee the operations of social services unit(s) in a Cuyahoga County human services division.

Distinguishing Characteristics

This is a second-line supervisory classification with responsibility for supervising social services work unit(s) and overseeing unit(s) operations within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgment in the management of complex cases. The employees in this class work under direction of a Deputy Director/Administrator. This class is distinguished from the Supervisor, Social Services in that the latter is a first-line supervisor and takes direction from this class.

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%

- Supervises social services work units and other assigned staff in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction to lower level supervisors and other staff; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; approves mileage reports; develops unit(s) work plans and work performance standards; conducts and leads individual or unit meetings; ensures unit(s) activities are in compliance with agency, state, and federal guidelines; recommends and acts on personnel actions including selection, promotion, transfers, discipline or discharge.

25% +/- 10%

- Performs a variety of administrative tasks necessary for the supervision of the social services programs; advises upper management of service needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; develops opportunities for social services contracts; monitors social services contracts; develops and maintains service delivery systems; compiles and analyzes statistical reports; assists in budget preparations and exercises fiscal control for assigned social program; manages contract budgets; reviews and approves monthly provider invoices; approves purchase orders; manages grants and oversees grant compliance; acts as a liaison between state and division.

25% +/- 10%

- Consults and coordinates with various individuals on social services issues; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services; provides training for service providers as requested; represents agency/institution as member or liaison to community committees or boards; serves as

Senior Supervisor, Social Services

point of contact to address issues that arise between direct services, contracted providers, and other departments; responds to customer complaints or questions from the public or media.

10% +/- 5%

- Organizes, coordinates, monitors, and evaluates unit(s) operations and procedures; establishes and implements unit(s) goals; monitors and evaluates performance of unit(s) activities and service delivery; creates reports regarding unit(s) performance; identifies issues/problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, and internal policies; conducts case review and clinical supervision with employees; establishes and communicates guidelines, policies, and procedures to employees

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; prepares or assists in the preparation of cases for court; provides backup coverage for other senior supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations; attends trainings and continuing education courses.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work with five (5) years of social work 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), and database software (SACWIS, FACTWIS, PeerPlace, ODAPS, TripLog).

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.

Senior Supervisor, Social Services

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, billing invoices, purchase orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Acts and Guidelines specific to working with particular subgroups, the Employee Handbook, Americans with Disabilities Act (ADA), Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual statistical reports, monthly department reports, case documentation, mileage reports, performance evaluations, agendas, correspondence, performance evaluations, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Social Services	Class Number:	13101
FLSA:	Exempt	Pay Grade:	12A
Dept:	Health and Human Services	EXHIBIT E	

Classification Function

The purpose of this classification is to supervise a unit of social service workers in a Cuyahoga County human services division who are providing direct social services to clients.

Distinguishing Characteristics

This is a first-line supervisory classification with responsibility for supervising a unit of social services workers and overseeing the delivery of social services within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgment in the management of complex cases. The employees in this class work under direction of a Senior Supervisor, Social Services. This class requires occasional 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.

40% +/- 10%

- Supervises and directs work of unit of social services workers and other assigned staff in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; creates monthly team schedules; leads unit team meetings; ensures unit activities are in compliance with agency, state, and federal guidelines; conducts planned supervision and case review with employees; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

35% +/- 10%

- Consults and coordinates with various individuals on social services issues; advises supervisors and division managers of services needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; evaluates methods of delivery of social service programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; works with other departments to develop flyers and other marketing materials for promotion of social service programs; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services.

10% +/- 5%

- Coordinates documentation and report preparation activities; monitors, reviews, and approves the completion of various forms, case records, case plans, and court summaries; prepares weekly, monthly, and annual reports; maintains case management data and records including social histories,

Supervisor, Social Services

assessments, referrals, and discharge documentation; ensures record keeping and documentation is in compliance with agency and state policies and procedures.

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; provides backup coverage for other supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations; attends trainings and continuing education courses.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work with three (3) years of social work 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 registration 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), and database software (SACWIS, FACTWIS, ODAPS, PeerPlace, TripLog).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

Supervisor, Social Services

- 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 case records, assessment reports, monthly statistics summaries, medical records, intake forms, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Employee Handbook, Americans with Disabilities Act (ADA), Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual statistical reports, case documentation, mileage reports, performance evaluations, correspondence, court reports, purchase orders, 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 counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, law enforcement agencies, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, animals, disease, strong odors, bodily fluids, and violence.

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:	Account Clerk	Class Number:	11001
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	All Departments	EXHIBIT F	

Classification Function

The purpose of this classification is to prepare and process routine financial documents and maintain related records.

Distinguishing Characteristics

This is an entry level classification that is responsible for performing basic bookkeeping and administrative duties to provide support to a County department or unit. Employees in this class work under direct supervision and guidance with little need for independent judgment required. Decisions are made within pre-established guidelines and assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

80% +/- 10%

- Prepares and processes routine financial documents and maintains related records; prepares, processes and maintains requisitions and purchase orders; maintains accounts payable and/or receivable; prepares and maintains vouchers for payment of supplies and equipment; processes contracts and networks; generates and processes billing rosters; processes various invoices; audits and processes payments; researches and processes refunds; prepares and maintains payroll accounts and attendance records; reviews allocation tables and ensures allocations are correct; maintains petty cash records for disbursements; issues receipts for money received; prepares revenue receipts; processes chargebacks for County office supply contracts.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; enters and maintains data in databases; files documents in appropriate record; responds to emails and phone calls; mails department documents; maintains office inventory and orders supplies; assists vendors with bidding registration; coordinates placement of legal advertisements.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of experience or coursework in accounting or bookkeeping; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Account Clerk

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, calculator, 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 procurement system software.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including allocation table, timesheets, invoices, forms (i.e. - refund claim form and completed remission forms), letters (i.e. - refund request letter and auditor refund letter), reports (i.e. – disposition report), receipts, purchase orders, W-9, employee mileage, and checks.
- Ability to comprehend a variety of reference books and manuals including laws, policies, and procedures based upon department assignment and the Employee Handbook.
- Ability to prepare purchase orders, forms (i.e.- partial payment forms, auditor refund form, penalty interest abate form, estimate bill request form, and transfer form), letters (i.e. - rejection letters), reports (i.e. – insurance report, aging report, delinquency report), memos, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate with the vendors, outside companies, supervisors, co-workers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Foster/Adoptive Recruitment Specialist	Class Number:	13131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Children and Family Services	EXHIBIT G	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

30% +/- 10%

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

30% +/- 10%

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

30% +/- 10%

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

10% +/- 5%

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

Foster/Adoptive Recruitment Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including agency weekly reports, fingerprint request forms, fingerprint results, foster/adoptive parent applications, out of county training certificates, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Employee Handbook, Department of Children and Family Services Policies and Procedures, BCI