County Council of Cuyahoga County, Ohio

Resolution No. R2023-0193

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 June 7, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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:

<u>Modifications of the following Classifications:</u> (See attached Classification Specifications)

<u>Proposed New Classifications:</u>

Exhibit A: Class Title: *Deputy Sheriff Cadet*
                Number: 12041
                Pay Grade: 4A/Non-Exempt

Exhibit B: Class Title: *Manager, HRIS*
                Class Number: 14221
                Pay Grade: 16B/Exempt

Exhibit C: Class Title: *Senior Manager, Contracts & Performance*
                Class Number: 19111
                Pay Grade: 15A/Exempt

<u>Proposed Revised Classifications:</u>

Exhibit D: Class Title: *ERP Information Systems Analyst-EAM*
                Class Number: 16321
                Pay Grade: 15B/Exempt (No change)

:   Class Title: *ERP Information Systems Analyst-Fiscal*
                Class Number: 16331
                Pay Grade: 15B/Exempt (No change)

                Class Title: *ERP Information Systems Analyst-HRIS*
                Class Number: 16341
                Pay Grade: 15B/Exempt (No change)

                Class Title: *ERP Information Systems Analyst-Procurement*
                Class Number: 16351
                Pay Grade: 15B/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2017. Changes were made to the distinguishing characteristics, essential job functions, mathematical ability and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit E: Class Title: *Manager, Tax Collection*
              Class Number: 111161
              Pay Grade: 12A/Exempt (No change)

              * PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status. Correcting error in title.

Exhibit F: Class Title: *Manager, Time & Attendance*
              Class Number: 14022
              Pay Grade: 14A/Exempt (No change)

              * PRC routine maintenance. Classification last revised in 2019. Changes were made to the distinguishing characteristics, essential functions, and language and formatting. A technology 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 Mr. Schron, seconded by Ms. Conwell, the forgoing Resolution was duly adopted.

Yeas: Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Stephens, Simon, Kelly and Jones
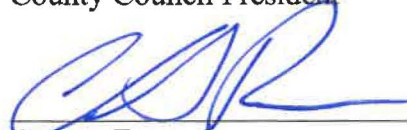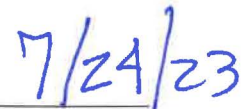
Nays: None

County Council President   7/20/23
                Date

County Executive   7/24/23
                Date

Clerk of Council   7.20.23
                Date

First Reading/Referred to Committee: July 6, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC051
July 18, 2023

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Sheriff Cadet	Class Number:	12041
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Sheriff's Department	EXHIBIT A	

Classification Function

The purpose of this classification is to provide an advancement opportunity for County employees who are in good standing to become certified Deputy Sheriffs for Cuyahoga County.

Distinguishing Characteristics

This is an entry level classification responsible for completing a Peace Officer Basic Training Academy that is approved by the Ohio Peace Officer Training Commission (OPOTC). Incumbents in this position will attend courses to learn and familiarize themselves with the aspects of being a peace officer. Incumbents will pass a state-mandated physical fitness exam, attend all required weeks of training, and will receive a certificate of completion from the Ohio Attorney General's Office.

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.

95% +/- 10%

- Attends and successfully completes the police academy; comprehends all police academy academic material; completes in-class assignments and academy notebook; develops and improves skills in firearms, legal administration, human relations, traffic, patrol, first aid, driving, subject control, physical conditioning, investigations, and civil disorder aspects of law enforcement; performs proficiency testing and assessments to meet set standards.

5% +/-2%

- Meets all state-mandated prerequisites to be accepted into academy; passes the basic training physical fitness assessment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent and currently employment with the Cuyahoga County Sheriff's Department for at least two (2) years or an equivalent combination of education, training, and experience.

- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must pass a final physical fitness assessment to be accepted into the program.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Deputy Sheriff Cadet

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

- Ability to use a variety of law enforcement tools, equipment, and supplies such as handguns, patrol vehicles, restraint devices, and first aid equipment.

- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend, twist, and lift and push/pull up to 100 pounds.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word) and spreadsheet software (Microsoft Excel)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 police academy reference materials.

- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, Unites States and State of Ohio Constitutions, law books, and Cuyahoga County Charter and Laws.

- Ability to prepare academy assignments 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 with academy commander, instructors, speakers, Sergeant, classmates, and other academy staff.

Environmental Adaptability

- Work is primarily performed in a classroom setting.

Deputy Sheriff Cadet

- Work may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke/dust/pollen, wetness/humidity, wildlife/animals, disease/bodily fluids, electrical currents, explosives, violence, noise extremes, machinery, and traffic hazards.

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, HRIS	Class Number:	14221
FLSA:	Exempt	Pay Grade:	16B
Dept:	Human Resources	**EXHIBIT B**	

Classification Function

The purpose of this classification is to assess, plan, and manage business use of various Human Resources Information Systems (HRIS) and to serve as the principal contact between the Department of Human Resources (HR) and the Department of Information Technology (IT).

Distinguishing Characteristics

This is a management-level classification that develops strategic and tactical plans for HRIS to meet the business information needs of the Human Resources department by aligning and advancing system and data reporting capabilities with the County's overall Human Resources programs, objectives, and initiatives. The incumbent works under general direction from the Chief Human Resources Officer and oversees the operations and promotes the efficiencies of their unit, incorporates process improvements, and ensures that projects meet time and quality objectives. Work performed by this position is not standardized and requires much judgment and discretion in the execution of responsibilities. This classification is distinguished from the ERP Business Systems Administrator by a greater emphasis on department/unit level planning and strategy and responsibility to fully supervise the work of subordinate staff.

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%

- Establishes and manages the execution of HRIS department/unit goals, tasks, and resource requirements; determines overall business strategy for use and maintenance of HR ERP business systems for the HRIS unit; analyzes business needs and determines ERP system requirements based on the department's business plan and data management requirements; transforms business/functional needs into technical requirements; justifies the business case, cost, and benefit for projects and initiatives; designs project milestones, project plans, service level agreements, and resource allocation; resolves obstacles or issues within projects; develops methods using project management methodology to monitor HRIS projects; serves as a liaison between HR and IT management-level staff to align HRIS technology functionality to operational processes.

20% +/- 10%

- Supervises and directs the work of ERP Business Systems Administrator, Employee Services Specialist, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, HRIS

<div align="right">20% +/- 10%</div>

- Designs, reviews, and maintains policies, procedures, and documentation for the HRIS unit's standard practices and strategic plan/goals; reviews and approves documentation and procedures developed by ERP Business System Administrator for the use and maintenance of ERP system modules and roles; ensures HRIS services are in compliance with federal, state, and local regulatory requirements related to recordkeeping and reporting; advises management on organizational policy matters related to HRIS.

<div align="right">10% +/- 5%</div>

- Provides various HRIS support services; determines comprehensive implementation plans for configuration and customization changes; approves and develops plans for the testing and implementation of system upgrades and modifications; coordinates with IT staff on upgrades, customizations, and modifications; coordinates maintaining, configuring, and testing of system changes; acts as a technical resource for County departments on HRIS program related issues; responds to and troubleshoots employee HR related system questions, errors, or malfunctions.

<div align="right">10% +/- 5%</div>

- Monitors and evaluates the responsiveness, efficiency, and effectiveness of HRIS software systems, methods, and procedures; works with staff and IT on continuous improvement; researches and evaluates current and proposed HRIS related information, business process flows, and costs/benefits of emerging technology.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer information systems, computer science, information technology, information science, business administration, human resources, or related field with six (6) years of HRIS or ERP system administration experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel, Infor Spreadsheet Designer), database software (Access, MS SQL, Infor GHR, Workforce Management, Lawson ERP) and reporting software (Power BI, Tableau, SQL SSRS).

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.

Manager, HRIS

- Ability to solve and act on employee problems.

- Ability to recommend the transfer, selection, evaluation, salary or promotion of employees.

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including process flow charts, payroll documents, time sheets, benefits, talent acquisition, and HR reports and records, work requests, project proposals, and other reports and records.

- Ability to comprehend a variety of reference books, manuals, laws, rules, regulations, standards, and guidelines including Federal laws pertaining to Human Resources, Ohio Revised Code (ORC), Ohio Administrative Code, Legal opinions, County Charter, County Ordinance/Resolution, Collective Bargaining Agreements, the County Employee Handbook, and computer software and hardware manuals.

- Ability to prepare various HRIS reports and queries, work requests, report requests, HRIS data visual reports, project specifications, process flows, layout and configuration specifications, performance indicator reports, training documentation and manuals, procedure manuals, timesheet, payroll processing and submission forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to advise and train business, department members, and management on application standards and other system and business-related changes. Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, and to explain procedures.

- Ability to use and interpret accounting, human resources, legal, and information technology terminology and language.

- Ability to communicate effectively with Department and Agency Directors, department management, supervisors, employees, IT Department, Chief Fiscal Officer, Non-Executive Agency directors and personnel, Inspector General, State Auditor, other County employees, and external vendors and consultants.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, HRIS

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Manager, Contracts and Performance	Class Number:	19111
FLSA:	Exempt	Pay Grade:	15A
Dept:	Health and Human Services	EXHIBIT C	

Classification Function

The purpose of this classification is to assist the division administrator with managing the operations of the Health and Human Services Division of Contract Administration and Performance including developing policies, procedures, and managing the work of other managers.

Distinguishing Characteristics

This is a senior management level classification that is responsible for assisting with management of the operations of the Health and Human Services (HHS) Division of Contract Administration and Performance (DCAP). The incumbent works under the general direction of the division administrator and overseas operations and promotes the efficiencies of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives.

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%
- Manages overall contract tracking activities for the division; reprioritizes and reassigns work among subordinate managers based on changing priorities for HHS; determines contract monitoring policies and procedures including identifying which programs require monitoring and how often; determines contract monitoring methods with department leaders and subordinate managers.

20% +/- 10%
- Forecasts contractual needs for HHS programs and services; communicates as a point of contact with leadership of HHS divisions and offices to establish current and upcoming contracting needs; plans multi-year contracts to avoid having a lapse in required services; sets and maintains master procurement and execution schedule; evaluates master contracts over the duration of the entire budget cycle in coordination with the appropriate parties.

20% +/- 10%
- Assists with defining objectives for DCAP and revising policies to meet objectives; determines methods to measure and evaluate DCAP operations; researches current best practices, industry standards, and local, state, and federal rules and regulations; develops processes and tools to measure efficiency and accuracy; researches, analyzes, and evaluates findings to identify specific points of inefficiency or error in DCAP operations; develops and implements new or revised policies and procedures to increase efficiency and accuracy; assists division administrator and HHS senior leadership to determine top-level strategies for HHS.

10% +/- 5%
- Represents the department to external stakeholders in place of the division administrator; attends and presents contract items at Board of Control meetings and to various meetings of County Council (e.g., Health, Human Services, and Aging Committee and Education, Environment, and Sustainability Committee).

5% +/- 2%

- Prepares and delivers trainings for staff and other County divisions related to procurement processes; organizes monthly internal staff trainings for a continuous learning to ensure staff have the tools & skills needed to execute their roles.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists division administrator with the hiring process, evaluation of staff performance, and recommendation of disciplinary actions as appropriate; determines Division of Contract Administration and Performance meeting agenda and leads staff meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social services administration, social work, social sciences, humanities, or related field and six (6) years of experience in contract administration, contract compliance, social program analysis, social program management, 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 a computer and multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

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

- Ability to provide instruction and training to other employees.

- Ability to solve and act on employee problems.

- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including annual non-competitive bid contract statement, independent contractor worker acknowledgement form, certificates of liability insurance, worker's compensation insurance forms, invoices, request for services tool, W-9 forms, vendor proposals, contracts, contract amendments, contract status reports, monitoring 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, Cuyahoga County Code of Ethics, and Ohio Revised Code.

- Ability to prepare briefing memo, justification form, proof of auditor's finding search, contract covers, decertification/recertification/additional certification forms, invoice spreadsheets/rosters, proposal evaluation forms, matrix requests, contract evaluation forms, debarment suspension forms, requests for proposals, informal bids, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret legal and accounting terminology and language.

- Ability to communicate with department administrators and managers, employees, Law Director, Assistant Law Directors, Department of Procurement employees, supervisors, employees, vendor contacts, program contacts, 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:	ERP Information Systems Analyst - EAM	Class Number:	16321
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology	EXHIBIT D	

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Enterprise Resource Planning (ERP) application including production support, specifically for the primary business areas of work order processing and asset and materials management.

Distinguishing Characteristics

This is a journey level classification working under the direction of the Manager, Technical Services that is responsible for defining and analyzing business requirements and functions, designing functional systems specifications, and leading the implementation/revision of application systems. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Information Technology and all other impacted County agencies inclusive of Work Order processing, Facilities Management, Fleet Management, and ancillary areas. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment, and initiative. This class requires extensive knowledge and/or experience of ERP Systems and business processes and needs to have a solid understanding of application configuration, query, and report creation.

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%
- Performs troubleshooting, critical analysis, issue escalation, resolution, and execution to meet business needs and timelines and to ensure the technical operation of the system; directs configuration and security requirements; leads testing efforts to ensure issues are identified, tracked, and reported in a timely manner; reviews new functionality and responds to questions, complaints, and requests for information; interfaces with software providers to address functionality inquiries and resolve escalated system issues.

25% +/- 10%
- Works in conjunction with the business team to determine strategic direction of process improvements; gathers, analyzes, and documents business requirements for the ERP system; determines if process improvements can be incorporated into the system; leads new project design and implementation of new functionality for users; develops and maintains documentation related to the ERP and direct work product; provides data for ad hoc business requests.

20% +/- 10%
- Acts as a point of contact for internal and external users; provides communications regarding system availability and modifications; assists with training users in first-time or refresher training on the system; reviews and updates training materials; utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.

10% +/ - 5%
- Collaborates across multiple business areas including Purchasing, Human Resources, IT, and Fiscal

to maintain data and system integrity and integration requirements across the ERP.

10% +/- 5%

- Plans and directs efforts during ERP system updates, upgrades, patches, and releases on behalf of Information Technology, including set up, testing, communications, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, supply chain, management, analytics, economics, finance, business administration, information technology, computer science, or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP inventory, asset management, and/or work order management; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, security reports, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and the Employee Handbook.

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, module configuration documentation, security reports, process/procedure documentation, training documentation, functional specifications, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to advise business and IT team members of application standards, and other system and business-related changes.

- Ability to use and interpret computer hardware, computer software, Fiscal, and IT terminology and language.

- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external 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:	ERP Information Systems Analyst - Fiscal	Class Number:	16331
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology	EXHIBIT D	

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Enterprise Resource Planning (ERP) application including production support, specifically for the primary business areas of Core and ancillary financial modules.

Distinguishing Characteristics

This is a journey level classification working under the direction of the Manager, Technical Services that is responsible for defining and analyzing business requirements and functions, designing functional systems specifications, and leading the implementation/revision of application systems.. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Fiscal and Information Technology Departments inclusive of Core Financials – General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Fixed Assets (FA); and ancillary areas including Treasury, Budget, and Grants Management. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes and needs to have a solid understanding of application configuration, query, and report creation.

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%
- Performs troubleshooting, critical analysis, issue escalation, resolution, and execution to meet business needs and timelines and to ensure the technical operation of the system; directs configuration and security requirements; leads testing efforts to ensure issues are identified, tracked, and reported in a timely manner; reviews new functionality and responds to questions, complaints, and requests for information; interfaces with software providers to address functionality inquiries and resolve escalated system issues.

25% +/- 10%
- Works in conjunction with the business team to determine strategic direction of process improvements; gathers, analyzes, and documents business requirements for the ERP system; determines if process improvements can be incorporated into the system; leads new project design and implementation of new functionality for users; develops and maintains documentation related to the ERP and direct work product; provides data for ad hoc business requests.

20% +/- 10%
- Acts as a point of contact for internal and external users; provides communications regarding system availability and modifications; assists with training users in first-time or refresher training on the system; reviews and updates training materials; utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.

10% +/ - 5%
- Collaborates across multiple business areas including Purchasing, Human Resources, IT and Public Works to maintain data and system integrity and integration requirements across the ERP.

10% +/- 5%
- Plans and directs efforts during ERP system updates, upgrades, patches, and releases on behalf of Fiscal and Information Technology, including set up, testing, communications, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, supply chain, management, analytics, economics, finance, business administration, information technology, computer science, or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP financials (GL, AP, AP, FA) or grants management Fiscal Module; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, security reports, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, US Generally Accepted Accounting Principles (USGAAP), and the Employee Handbook.

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, module configuration documentation, security reports, process/procedure documentation, training documentation, functional specifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to advise business and IT team members on application standards and other system and business-related changes.

- Ability to use and interpret computer hardware, computer software, Fiscal, and IT terminology and language.

- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external 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:	ERP Information Systems Analyst - HRIS	Class Number:	16341
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology	EXHIBIT D	

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Enterprise Resource Planning (ERP) application including production support, specifically for the primary business areas of Core Human Resources (HR), Benefits, Talent Acquisition, and Performance Management and ancillary modules.

Distinguishing Characteristics

This is a journey level classification working under the direction of the Manager, Technical Services and is responsible for defining and analyzing business requirements and functions, designing functional systems specifications, and leading the implementation/revision of application systems. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Human Resources and Information Technology Departments inclusive of Core HR, Employee Benefits, Talent Acquisition and Management, Performance Management, Succession Planning, and ancillary areas that support HR. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Human Resources and business processes and needs to have a solid understanding of application configuration, query, and report creation.

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%
- Performs troubleshooting, critical analysis, issue escalation, resolution, and execution to meet business needs and timelines and to ensure the technical operation of the system; directs configuration and security requirements; leads testing efforts to ensure issues are identified, tracked, and reported in a timely manner; reviews new functionality and responds to questions, complaints, and requests for information; interfaces with software providers to address functionality inquiries and resolve escalated system issues.

25% +/- 10%
- Works in conjunction with the business team to determine strategic direction of process improvements; gathers, analyzes, and documents business requirements for the ERP system; determines if process improvements can be incorporated into the system; leads new project design and implementation of new functionality for users; develops and maintains documentation related to the ERP and direct work product; provides data for ad hoc business requests.

20% +/- 10%
- Acts as a point of contact for internal and external users; provides communications regarding system availability and modifications; assists with training users in first-time or refresher training on the system; reviews and updates training materials; utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.

10% +/ - 5%

- Collaborates across multiple business areas including Purchasing, Fiscal, Payroll, Time and Attendance, and IT to maintain data and system integrity and integration requirements across the ERP.

10% +/- 5%

- Plans and directs efforts during ERP system updates, upgrades, patches, and releases on behalf of Human Resources and Information Technology, including set up, testing, communications, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources management, workforce development and management, leadership, human services, organizational management, organizational development, management, analytics, , business administration, information technology, computer science, or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance, and/or talent management (Human Resource Information Systems (HRIS)) Module; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, security reports, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and the Employee Handbook.

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, module configuration documentation, security reports, process/procedure documentation, training documentation, functional specifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to advise business and IT team members on application standards and other system and business- related changes.

- Ability to use and interpret computer hardware, computer software, and Human Resources, and IT terminology and language.

- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Procurement	Class Number:	16351
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology	EXHIBIT D	

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Enterprise Resource Planning (ERP) application including production support, specifically for the primary business areas of Procurement modules.

Distinguishing Characteristics

This is a journey level classification working under the direction of the Manager, Technical Services and is responsible for defining and analyzing business requirements and functions, designing functional systems specifications, and leading the implementation/revision of application systems. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Purchasing and Information Technology Departments inclusive of procure-to-pay, strategic sourcing, contract management, vendor management, and ancillary areas. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Procurement and business processes and needs to have a solid understanding of application configuration, query, and report creation.

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%
- Performs troubleshooting, critical analysis, issue escalation, resolution, and execution to meet business needs and timelines; and to ensure the technical operation of the system; directs configuration and security requirements; leads testing efforts to ensure issues are identified, tracked, and reported in a timely manner; reviews new functionality and responds to questions, complaints, and requests for information; interfaces with software providers to address functionality inquiries and resolve escalated system issues

25% +/- 10%
- Works in conjunction with the business team to determine strategic direction of process improvements; gathers, analyzes, and documents business requirements for the ERP system; determines if process improvements can be incorporated into the system; leads new project design and implementation of new functionality for users; develops and maintains documentation related to the ERP and direct work product; provides data for ad hoc business requests.

20% +/- 10%
- Acts as a point of contact for internal and external users; provides communications regarding system availability and modifications; assists with training users in first-time or refresher training on the system; reviews and updates training materials; utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.

10% +/ - 5%
- Collaborates across multiple business areas including Fiscal, Human Resources, and IT to maintain

data and system integrity and integration requirements across the ERP.

10% +/- 5%

- Plans and directs efforts during ERP system updates, upgrades, patches, and releases on behalf of Procurement and Information Technology, including set up, testing, communications, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, supply chain, management, analytics, economics, finance, business administration, information technology, computer science, or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, security reports, and other reports and records.

ERP Information Systems Analyst – Procurement

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and the Employee Handbook.

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports,, module configuration documentation, security reports, process/procedure documentation, training documentation, functional specifications, correspondence, and other job-,related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to advise business and IT team members on application standards, and other system and business-related changes.

- Ability to use and interpret computer hardware, computer software, and Purchasing and IT terminology and language.

- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Tax Collection	Class Number:	11161
FLSA:	Exempt	Pay Grade:	12A
Dept:	County Treasurer	**EXHIBIT E**	

Classification Function

The purpose of this classification is to manage the County Treasurer's Office tax collection activities.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the tax collection activities of the County Treasurer's Office. This class works under direction of the Deputy Treasurer and works within a broad framework of policies, procedures, regulations, and laws. The employee exercises discretion and judgment and participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate 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%

- Manages and oversees the department's tax collection activities; monitors status of electronic requests for tax refunds; prepares electronic refund request files; stays up-to-date on any relevant changes made to the Ohio Revised Code to ensure tax collection activities align with state law; provides recommendations on how to resolve high delinquency tax cases; assists lower level employees with resolving escalated tax issues, problems, and disagreements as they arise from local taxpayers; ensures unit is delivering satisfactory customer service to local taxpayers; maintains and monitors statistics on department productivity; researches best practices and current trends to evaluate efficiency of current practices; determines procedures for delinquent payment plans, refund requests, and penalty remissions for unit; assists Fiscal Officers with the implementation of taxpayer payment programs that keep taxpayers out of risk for foreclosure; participates in developing property tax collection plans for billing; provides recommendations to Fiscal Officers regarding revisions to current operations; maintains electronic and hard copy files of payment adjustments.

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.

20% +/- 10%

- Serves as the subject matter expert on the real property tax information system; reviews data (tax bills, tax delinquent contracts, etc.) entered into database by lower level staff to ensure accuracy of data; generates ad hoc reports from database as requested; extracts data and conducts further

analyses as needed; creates reports regarding summary of findings; creates and conducts real property database training; answers employee's questions; determines if changes need to be made to the system based on department need.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares resource documents and training materials; represents the Treasurer in meetings, forums, or community events; answers the public's questions; answers media questions as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, accounting, finance, economics, or a related field with five (5) years of real property or urban planning experience including three (3) years of supervisory experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (PowerPoint) and real property tax database 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 routine statistics.

Manager, Tax Collection

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 internal refund request forms, penalty remission applications, claim for tax refund, abatement requests, transfer requests, property tax payments, delinquent taxpayer reports, productivity reports, attendance records, travel expense forms, correspondence, and timesheets.

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), collective bargaining agreement, and departmental policy and procedure manual.

- Ability to prepare quarterly update reports, internal refund forms, remission of penalty return notices, warrant requests, productivity reports, parcel analysis queries, employee training materials, performance appraisals, spreadsheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to communicate with taxpayers, management, coworkers, employees, Fiscal Office staff, outside agencies and businesses, municipal partners, other County employees and departments, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Time and Attendance	Class Number:	14022
FLSA:	Exempt	Pay Grade:	14A
Dept:	Human Resources	**EXHIBIT F**	

Classification Function

The purpose of this classification is to manage the County's Time and Attendance function using the County payroll systems and to supervise subordinate staff.

Distinguishing Characteristics

This is a supervisory-level position that is responsible for managing the County's Time and Attendance function and supervising assigned staff. The incumbent works under general supervision from the Director, HR Employee Services. The employee oversees the operations and promotes the efficiencies of their unit, incorporates process improvements, and ensures that projects meet time and quality objectives.

Essential Job Functions

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

30% +/- 10%

- Manages the County's Time and Attendance function using the County payroll systems; manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the Fiscal Office for all County Executive Departments and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates progressive pay increase notifications; coordinates and tests HRIS updates; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions, and withholdings; validates payroll register and coordinates any revisions to the Fiscal Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants; serves as liaison to the Fiscal Office; generates various reports; remains on call to resolve urgent issues.

25% +/- 10%

- Creates schedules, holidays and calendars to allow employees time sheet submittals; monitors accuracy of time sheet submissions; serves as functional lead on issues.

10% +/- 5%

- Supervises and directs work of Time and Attendance Administrators and Officers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; conducts staff meetings; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, Time and Attendance

10% +/- 5%
- Provides various HRIS support services; develops and maintains wage tables; develops and delivers end user training programs.

10% +/- 5%
- maintains work schedules; ; administers and maintains the timekeeping system for direct reports and current and new end-users; serves as liaison to the timekeeping system vendor and Department of Information Technology; provides in-house user training.

10% +/- 5%
- Serves in a lead role in migration of new end users onto the HRIS; provides training and end user support; analyzes business needs for possible configuration changes.

3% +/- 1%
- Serves as functional lead on special projects including upgrades of system and applications.

2% +/- 1%
- Serves as back-up to payroll staff; trouble shoots the payroll system for issues.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or human resources with six (6) years of human resources or payroll experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

- Ability to solve and act on employee problems.

- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

Manager, Time and Attendance

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

- Ability to recommend the transfer, promotion or salary increase of other employees

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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 personnel records, withholding forms, garnishment notices, Public Employees Retirement System (PERS) forms, bargaining unit contracts, employee handbook, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms, public record requests, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, Benefits Manual, collective bargaining agreements, Fair Labor Standards Act; Fiscal Office rules and regulations, and the Employee Handbook.

- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, , staff audits, functional specifications, testing scripts, special projects reports, validation rules, transport forms, 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, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret human resources terminology and language.

- Ability to communicate with County Human Resources Director, department directors, personnel managers, supervisors, Fiscal Office staff, other County elected officials, other County employees, consultants, union representatives, bank associates, and insurance carriers.

Environmental Adaptability

- Work is typically performed in an office environment.

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