

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0047

Sponsored by: Councilmember Sweeney 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.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on January 9, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) 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.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A:	Class Title:	<i>Assistant Board of Control Coordinator</i>
	Number:	10101
	Pay Grade:	9A/Non-Exempt

Exhibit B: Class Title: *Green Energy Project Manager*
 Number: 18141
 Pay Grade: 11A/Exempt

Exhibit C: Class Title: *Green Energy Senior Project Manager*
 Number: 18142
 Pay Grade: 14A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Superintendent, Maintenance*
 Class Number: 15143
 Pay Grade: 15A/Exempt (No change)
 *PRC routine maintenance. Classification last revised in 2020.
 Changes made to essential functions, language and formatting.
 A technology section and minimum qualifications equivalency
 table were added. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Supervisor, Fiscal Office*
 Class Number: 11101
 Pay Grade: 9A/Exempt (No change)
 * PRC routine maintenance. Classification last revised in 2020.
 Changes made to essential functions, language and formatting.
 A technology section and minimum qualifications equivalency
 table were added. No change to pay grade or FLSA status.

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

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

On a motion by Ms. Turner, seconded by Mr. Sweeney, the forgoing Resolution was duly adopted.

Yeas: Gallagher, Schleper, Conwell, Jones, Turner, Houser, Simon, Kelly, Sweeney, Casselberry and Miller

Nays: None

<u>Dale Miller</u>	<u>2/27/2025</u>
County Council President	Date
<u>Chris Ronayne</u>	<u>3/4/2025</u>
County Executive	Date
<u>Andria Richardson</u>	<u>2/27/2025</u>
Clerk of Council	Date

First Reading/Referred to Committee: January 28, 2025

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

Committee Report/Second Reading: February 11, 2025

Journal CC057
February 25, 2025

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Board of Control Coordinator	Class Number:	10101
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Department of Purchasing	EXHIBIT A	

Classification Function

The purpose of the classification is to assist with the Board of Control meetings by preparing submissions for various meeting agendas, attending and assisting with Board of Control meetings, and supervising assigned staff.

Distinguishing Characteristics

This is a journey level classification that is responsible for reviewing and preparing submissions for items appearing on the Executive Sponsored Items and Board of Control (BOC) agendas, attending and assisting with Board of Control meetings, and supervising assigned staff. The employee works under general supervision of the Board of Control Coordinator and works within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff. This position differs from the Board of Control Coordinator in that the latter oversees and reviews the work of this position.

Essential Job Functions

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

40% +/- 10%

- Manages progress of incoming item submissions through the queue in the database/agenda management systems; reviews incoming item submissions to ensure compliance with guidelines; determines item submissions assignment (BOC agenda, County Council agenda, contract cover modification, etc.); researches incoming purchase orders that meet the approved threshold amount; creates lists of purchase order submissions including all pertinent information (purchase order number, type, submitting department, vendor, etc.) for submission to the Clerk of the Board; determines whether approved items from BOC and County Council agendas will require an electronic signature or a wet signature; prepares approved documents for signature by electronically or physically tabbing documents and including appropriate verbiage for signature lines; submits documents for appropriate designee(s) to sign; scans and uploads fully executed contracts into database system; reviews items in the system that have been fully executed and approves them to move them out of the system; ensures that travel approval letters are completed and submissions are approved; takes note of the vote for each BOC meeting submission; assigns items and submissions under the proper agenda headings; moves submissions back into data management system for approval letters and electronic signature after meetings.

15% +/- 5%

- Creates Agenda of Executive Sponsored items for the Executive Review Meetings; researches relevant history of items to formulate captions for the draft agenda; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor information and ensure compliance with policies, procedures, and ordinances; prepares summaries of agenda items ('captions') for Executive Review Meetings so all pertinent information is available when making decisions; creates captions for walk-on request of Executive Sponsored items for the draft agenda; finalizes Executive Sponsored items; approves

Effective Date: TBD
Last Modified: TBD

Assistant Board of Control Coordinator

submissions (for BOC and Executive Sponsored Items) through the queue process into the agenda management system; distributes final County Executive Sponsored Items to appropriate parties via email.

15% +/- 5%

- Trains buyers and department staff on how to navigate and submit items on the agenda management software system; trains staff on the proper procedures; answers staff questions about the system or process.

15% +/- 5%

- 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.

5% +/- 2%

- Assists with setup of Board of Control and Executive Review Meetings; connects computer with screens to project BOC agenda; tests screens to check that cameras and sound system are ready for live transmission of BOC meeting; starts/stops the recording and live transmission of the BOC meeting; sets-up and handles the timer for public comments; takes notes on votes for BOC agenda items; takes notes on questions asked regarding BOC agenda items; records changes to BOC agenda including final board approval votes, OnBase document handle numbers, and items for signature.

5% +/- 2%

- Completes duties of Board of Control Coordinator in his/her absence; establishes BOC agenda; attends and monitors the Executive Review meeting; creates minutes for the previous BOC meeting; answers questions and concerns regarding BOC agenda; attends BOC meetings to take attendance and read captions into the record.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings places orders to purchase office essentials; completes process for office work orders for requested repairs; oversees maintenance and repair of office machines; coordinates record requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, management, or related field with one (1) year of administrative experience; or an equivalent combination of education, training, and experience.

Highest degree of education attained	Experience required
High school diploma	3 years
Associate degree	1 year
Bachelor's degree	No experience necessary
Related master's/doctoral degree	No experience necessary

Assistant Board of Control Coordinator

Related work experience: contract administration, contract compliance, accounting, fiscal, business administration, project management, purchasing, invoicing, or general office 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, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), agenda management software (OnBase), and database software (Infor Lawson).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including public records requests, letters, memoranda, contracts, permits, grant awards, submissions for BOC/Council meetings, leases, meeting minutes, agendas, order slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Purchasing Procurement Checklists and Purchasing Procedures, Ohio Administrative Code, Ohio Revised Code, and Cuyahoga County's Contracting and Purchasing Procedures Code.

Assistant Board of Control Coordinator

- Ability to prepare employee performance evaluations, purchase order list, contract lists, Executive's Sponsored Item summaries, Board of Control Agenda, meeting notices, meeting minutes, reports, spreadsheets, letters, memoranda, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, co-workers, the County Executive, department directors, managers, Clerk of Council, Department of Law, buyers, 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:	Green Energy Project Manager	Class Number:	18141
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	EXHIBIT B	

Classification Function

The purpose of this classification is to manage and/or assist with renewable energy projects for Cuyahoga Green Energy.

Distinguishing Characteristics

This is a journey-level position that is responsible for managing projects for Cuyahoga Green Energy including EPA funded grants for Solar for All (SFA) and the Climate Pollution Reduction Act (CPRG) including development of solar energy on brownfields and installation of rooftop solar on homes. The classification works under general supervision from the Green Energy Senior Project Manager. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. The incumbent exercises discretion in applying procedures to resolve project management issues. The employee in this classification assists in ensuring that projects are completed on time, on budget, and with adherence to contract requirements. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence.

Essential Job Functions

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

40% +/- 10%

- Oversees and monitors grant funded projects for SFA and CPRG through development, construction, and operation; ensures work performed by contractors and vendors complies with technical requirements, contractual procedures, employment guidelines, and regulatory standards governing the project; monitors project budget and spending; works with tax attorneys and accountants to ensure proper implementation of IRS guidelines to project financials; assists with ensuring adherence to eligibility requirements for renewable energy tax credits; works with engineering firm to develop and implement interconnection strategies; assists with development and implementation of economic models for power system planning and distribution.

20% +/- 10%

- Completes procurement and contracts for projects; assists with preparation of RFPs to obtain bids on goods and services for projects; assists with development of criteria/score sheet by which applicants will be evaluated; coordinates with the Law Department, Fiscal Department, and DEI Department throughout procurement process (i.e. contract development, assigning appropriate NAICS codes, obtaining potential applicant list, etc.); hosts bid open meetings; organizes applications for review by the panel; sets insurance requirements for contractors.

10% +/- 5%

- Collects, summarizes, and reports on project data to support the project, update management and stakeholders, and complete reporting requirements; collects data from grant subrecipients including employment data, financial data, solar system functioning and productivity, kilowatt hour production,

Green Energy Project Manager

etc.; assists with preparing grant reports to the EPA for the SFA and CPRG grants; ensures that reports meet grant requirements.

10% +/- 5%

- Liaisons and coordinates projects with sub-contractors, vendors, and grant partners; assists with coordinating work with partners at the City of Cleveland and the City of Painesville; coordinates with grant partners in the procurement of vendors needed on solar project development; assists with coordinating work with housing agencies.

10% +/- 5%

- Coordinates workforce issues; coordinates project(s) labor agreements, union concerns, and general workforce issues; ensures that prevailing wage requirements are being met; coordinates DEI (Diversity, Equity, and Inclusion) goals that are part of the SFA and CPRG projects; monitors if DEI goals are being met by contractors; coordinates with sub-grant awardee regarding pre-apprenticeship placements.

5% +/- 2%

- Assists with community outreach for projects; assists with procurement of community outreach vendor to implement process; works with vendor to engage community on the project, provide information, and address concerns; provides educational opportunities regarding the project for community members.

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in engineering, environmental science, construction management, project management, or related field with three (3) years of renewable energy development; **or any equivalent combination of education and experience as specified in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	7 years
Related associate	5 years
Unrelated bachelor's degree	5 years
Related bachelor's degree or	3 years
Unrelated master's/doctoral degree	2 years
Related master's/doctoral degree	2 years

Related degree fields: business administration,

Related work experience: construction management, utilities administration

- Valid driver license, proof of automobile insurance, and access to a vehicle.

Green Energy Project Manager

Additional Requirements

- No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Requirements

- No supervisory responsibilities required.

Technology Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including task order proposals, RFQ/RFP responses, construction plans and specifications, consultant invoices, grants, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, EPA compliance reporting guidelines, Federal Energy Regulatory Commission rules, State laws regarding solar installations, and Public Utilities Commission of Ohio rules and guidelines.
- Ability to prepare RFPs/RFQs, permit applications, reports for grants, closeout documents for EPA and DOE grants, Estimates, data project request form, spreadsheets, contract agreements/amendments, memorandums, 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 electric utility engineering and electric utility electrical terminology and language.
- Ability to communicate with direct supervisor, management, contractors, vendors, consultants, representatives of government agencies and businesses, other County employees and departments, and the general public.

Green Energy Project Manager

Environmental Adaptability

- Work is typically performed in an office environment but with regular offsite visits to site locations.

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:	Green Energy Senior Project Manager	Class Number:	18142
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works	EXHIBIT C	

Classification Function

The purpose of this classification is to manage renewable energy projects for Cuyahoga Green Energy.

Distinguishing Characteristics

This is a supervisory-level position that is responsible for managing projects for Cuyahoga Green Energy including EPA funded grants for Solar for All (SFA) and the Climate Pollution Reduction Act (CPRG) including development of solar energy on brownfields and installation of rooftop solar on homes. The classification works under general direction from the Deputy Administrator, Cuyahoga Green Energy. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. The incumbent exercises discretion in applying procedures to resolve project management issues. The employee in this classification ensures that projects are completed on time, on budget, and with adherence to contract requirements. This class is distinguished from the lower-level Green Energy Project Manager classification in that the former has more extensive experience, has greater decision-making responsibility for project decisions, and oversees the work of that position.

Essential Job Functions

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

40% +/- 10%

- Manages grant funded projects for SFA and CPRG through development, construction, and operation; ensures work performed by contractors and vendors complies with technical requirements, contractual procedures, employment guidelines, and regulatory standards governing the project; oversees project budget and spending; works with tax attorneys and accountants to ensure proper implementation of IRS guidelines to project financials; assists with ensuring adherence to eligibility requirements for renewable energy tax credits; works with engineering firm to develop and implement interconnection strategies; tracks and understands interconnection requirements, utility regulatory guidelines, and electric transmission system planning; oversees development and implementation of economic models for power system planning and distribution; analyzes various factors affecting power grid modeling including distribution costs, transmission costs, applicable constraints, market variables, supply/demand forecasts, etc.

20% +/- 10%

- Oversees procurement and contracts for projects; oversees preparation of RFPs to obtain bids on goods and services for projects and reviews as necessary; oversees development of criteria/score sheet by which applicants will be evaluated; coordinates with the Law Department, Fiscal Department, and DEI Department throughout procurement process (i.e. contract development, assigning appropriate NAICS codes, obtaining potential applicant list, setting insurance requirements for contractors, etc.); hosts bid open meetings; organizes applications for review by the panel;

10% +/- 5%

Green Energy Senior Project Manager

- Oversees data collection and reporting of project data to support the project, update management and stakeholders, and complete reporting requirements; oversees data collection from grant subrecipients including employment data, financial data, solar system functioning and productivity, kilowatt hour production, etc.; ensures that subrecipients are complying with federal rules around project data and enforces corrective actions as necessary; prepares grant reports for submittal to the EPA for the SFA and CPRG grants; ensures that reports meet grant requirements.

10% +/- 5%

- Liaisons and coordinates projects with sub-contractors, vendors, and grant partners; assists with coordinating work with partners at the City of Cleveland and the City of Painesville; coordinates with grant partners in the procurement of vendors needed on solar project development; assists with coordinating work with housing agencies.

10% +/- 5%

- Manages workforce issues; coordinates project(s) labor agreements, union concerns, and general workforce issues; ensures that prevailing wage requirements are being met; coordinates DEI (Diversity, Equity, and Inclusion) goals that are part of the SFA and CPRG projects; monitors if DEI goals are being met by contractors; coordinates with sub-grant awardee regarding pre-apprenticeship placements.

5% +/- 2%

- Manages community outreach for projects; oversees procurement of community outreach vendor to implement process; works with vendor to engage community on the project, provide information, and address concerns; provides educational opportunities regarding the project for community members.

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in engineering, environmental science, construction management, project management, or related field with six (6) years of renewable energy development; **or any equivalent combination of education and experience as specified in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	10 years
Unrelated associate degree	10 years
Related associate	8 years
Unrelated bachelor's degree	8 years
Related bachelor's degree or	6 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	5 years

Related degree fields: business administration

Related work experience: construction management, utilities administration

Green Energy Senior Project Manager

- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Requirements

- 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.

Technology Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including task order proposals, RFQ/RFP responses, construction plans and specifications, consultant invoices, grants, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, EPA compliance reporting guidelines, Federal Energy Regulatory Commission rules, State laws regarding solar installations, and Public Utilities Commission of Ohio rules and guidelines.
- Ability to prepare RFPs/RFQs, permit applications, reports for grants, closeout documents for EPA and DOE grants, Estimates, data project request form, spreadsheets, contract agreements/amendments, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Green Energy Senior Project Manager

- 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 electric utility engineering and electric utility electrical terminology and language.
- Ability to communicate with direct supervisor, subordinates, management, contractors, vendors, consultants, representatives of government agencies and businesses, other County employees and departments, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and regular offsite visits to site locations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Superintendent, Maintenance	Class Number:	15143
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works	EXHIBIT D	

Classification Function

The purpose of this classification is to administer, manage, and supervise the operations and personnel of the Maintenance Department of the Public Works Office, and to provide administrative support a Chief Section Engineer.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative, and management problems related to maintenance. The employee is expected meet, consult, and collaborate with a Chief Section Engineer to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

20% +/- 10%

- Supervises and directs the work of Maintenance Supervisors, Sign Shop Supervisors, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; 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 payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Administers and manages the operations of the Maintenance department; plans and implements all daily operations; coordinates work operations with administration, other departments, contractors, and the public; oversees the maintenance of and capital improvements to all Public Works Buildings; provides technical assistance and direction on job sites, projects, and facilities; participates in matters of safety and security; establishes plans for irregular occurrences including emergency circumstances; directs staff in purchase, maintenance, repair, and replacement of County vehicles and equipment.

20% +/- 10%

- Meets with officials, contractors, and other agencies to discuss proposed and active projects and to resolve problems; develops and implements process improvement projects; assists in the adaptation and implantation of changes to solve problems, improve efficiency and safety, and reduce costs; reviews accident investigation reports; completes walk-thru inspections for compliance with various standards and regulations.

Superintendent, Maintenance

20% +/- 10%

- Analyzes, develops, and evaluates programs, procedures, and policies; makes recommendations for changes; updates and modifies policies and procedures and work and project standards; administers labor contracts; participates in union negotiations and labor management meetings; ensures adherence to multiple collective bargaining agreements.

10% +/- 5%

- Oversees department budget; evaluates, reviews, and recommends budget disbursements for materials, parts, supplies, equipment, and tools; forecasts expenditures; make recommendations regarding project costs, personnel, equipment, supplies, and other budgetary needs; reviews daily work distribution, reports, labor, and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed; prepares grant and aid applications and reimbursement claims for financial assistance.

10% +/- 5%

- Reviews and responds to citizen and employee requests and complaints; investigates all grievances within the department; confers with labor attorneys on labor/trade, union issues; plans, coordinates and attends meetings and demonstrations; holds grievance and disciplinary hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering, public administration, or a related field with six (6) years of related experience including three (3) years of supervisory experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required*
High school diploma/GED	12 years
Unrelated associate degree	10 years
Related associate or unrelated bachelor's degree	8 years
Related bachelor's degree	6 years
Related or unrelated master's/doctoral degree	4 years

**Three (3) years of supervisory experience required for each level of education and cannot be substituted.*

Related degree fields: civil engineering, public administration, business administration, mechanical engineering, physics, management, human resources

Related work experience:

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Superintendent, Maintenance

- Ability to operate a variety of maintenance and construction equipment including scoopers, lifts, ladders, survey equipment, safety equipment, pickup truck, and peripheral equipment.

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 (Infor), and tracking software (Fleet Vehicle Tracker).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, 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 ability to understand and apply college level algebra, geometry, calculus, and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including Ohio Department of Transportation (O.D.O.T.) drawings, work orders, employee grievances, billing invoices, vendor quotes, packing slips, purchase orders, job descriptions, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental personnel policy manual, Employee Handbook, Local Bargaining Unit Contracts, Occupational Safety and Health Administration (OSHA) and Public Employment Risk Reduction Program (PERRP) guidelines, Ohio Revised Code, O.D.O.T manuals, environmental guidelines and regulations, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, work order sheets, plans, estimates, charts, grievance response, injury accident reports, memos, daily itineraries, employee evaluations, costing sheets, work order reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and

Superintendent, Maintenance

outside the Department.

- Ability to use and interpret maintenance, legal, human resource terminology, and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, 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:	Supervisor, Fiscal Office	Class Number:	11101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Fiscal Office	EXHIBIT E	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office.

Distinguishing Characteristics

This is a supervisory level classification, working under the direction of a senior supervisor within the Fiscal Office. Incumbents promote the efficiencies of the area they are assigned to, recommend and incorporate process improvements, and ensure that projects meet time and quality objectives. The incumbent ensures that activities are performed according to policies, procedures, and related regulations. This class requires extensive public contact in 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 the work of Senior Account Clerks and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; 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 training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Plans, coordinates, schedules, and participates in office services and activities and ensures completion in a timely and efficient manner; creates, monitors, and updates a database with information of departmental activities and services provided; implements and oversees the execution of policies and procedures to ensure they are conducted in compliance with County, state, and federal regulations; approves retention schedules and disposition of records; approves transactions; prepares various tax and fee calculations; coordinates electronic files and the disposition of records for retention and auditing purposes.

10% +/- 5%

- Provides information and support as a Subject Matter Expert to stakeholders and the general public; reviews consumer complaints and takes action to resolve complaints; provides services to the public including providing documents and information as needed.

20% +/- 10%

Supervisor, Fiscal Office

- Performs related administrative responsibilities; attends various trainings and meetings; coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies; reviews expense vouchers and purchase orders; answers phone calls; responds to emails and other forms of communications.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, accounting, or a related field with three (3) years of billing, real estate management, accounting; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Unrelated associate degree	4 years
Related associate degree	3 years
Unrelated bachelor's degree	3 years
Related bachelor's degree	2 years
Unrelated master's/doctoral degree	2 years
Related master's/doctoral degree	1 year

Related degree fields: accounting, business administration, finance, business management, economics, public/nonprofit administration.

Related work experience: billing, real estate, accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

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.

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 to 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.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), publishing software (Nitro Pro), database software (Sigma, MVP), and word processing software (Microsoft Word).

Mathematical Ability

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

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 customer complaint forms, timesheets, court decisions, bankruptcy notifications, petitions, parcel cards, memos, letters, various regulation documents from governing bodies, forms, mileage reports, building permits, performance reviews, resolutions, journal entries, invoices, and a variety of activity reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, map books, copy machine manuals, Ohio Department of Taxation guidelines, and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, workload reports, order forms, equipment purchase forms, vouchers, cashier reports, forms, spreadsheets, petitions, semi-annual reports, spreadsheets, 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 basic accounting terminology and language.
- Ability to communicate effectively with co-workers, supervisors, staff, vendors, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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