



Cuyahoga County Personnel Review Commission Eligibility List

Classification: Social Program Administrator 3
Appointing Authority: Health and Human Services - Director's Office
Date List Established: February 15, 2017
Date List Expires: February 14, 2018
Status: Noncompetitive

| <u>Last Name</u> | <u>First Name</u> |
|------------------|-------------------|
| Abdullah | Anju |
| Adams | Ebony |
| Adams | Felicia |
| Agee | Selina |
| Ali | Maryum |
| Allen | Sholonda |
| Anderson | Yolanda |
| Ascar | Monica |
| Balanson | Rachael |
| Bates | Alisha |
| Bell | Accandrea |
| Berry | Regina |
| Bishop | Marvin |
| Bolden | Sequia |
| Bradley | Dana |
| Brewer | Darnell |
| Brown | Latasha |
| Brown | Margaret |
| Brown-Collier | Cassandra |
| Buchanan | Charita |
| Burke | Sheila |
| Caffee | Shaniqua |
| Carey | Lauren |
| Chapin | Starr |
| Chavez-Anderson | Jackie |
| Cheeks | Nicola |
| Chillious | India |
| Clements | Ramses |
| Clifford | Alcillia |

| <u>Last Name</u> | <u>First Name</u> |
|-------------------------|--------------------------|
| Colon | Angela |
| Colson | Andrea |
| Courtwright | Christine |
| Crawford | Devida |
| Crawford | Lania |
| Davis | Rayshawn |
| De Jesus | Liza |
| Dominic | Kelly |
| Dupree | Siobhan |
| Edwards | William |
| Ellis | Tonya |
| Elmore | Ericka |
| Entler | Bonnie |
| Finley | Khaz |
| Fisher-Grace | La'Tonya |
| Fonseca | Laura |
| Foos | Molly |
| Franco | Ivelisse |
| Fratoe | Julie |
| Gibson | Robyn |
| Ginley | Crystal |
| Gordon | Janeen |
| Greathouse | Stanya |
| Green | Marcus |
| Gretick | Tracy |
| Hall | LaToya |
| Hamrle | Heather |
| Hardee | Sharline |
| Harris III | Leon |
| Hayes | Kenetta |
| Hickey | Kelly |
| Hijjawi | Susan |
| Hill | Lydia |
| Himes | Kristina |
| Hitchcock | Deborah |
| Hofstetter | Christian |
| Hogan | Meghin |
| Huey-Barkley | Tameka |
| Jackson | Andrea |
| Jackson | Sharita |

| <u>Last Name</u> | <u>First Name</u> |
|-------------------------|--------------------------|
| James | Traci |
| Jawhari | Raya |
| Jefferson | Lashelle |
| Johnson | Jamie |
| Johnson | Sonja |
| Jones | Mona Lisa |
| Jones | Rochelle |
| Jones | Sharyse |
| Kasmenn | Leah |
| Katsaros | Ashley |
| Kelley | Mary |
| Kelly-Cross | Christine |
| Kempson | Gary |
| Kosh | Jennifer |
| Lacki | Kristin |
| Lambert | Anita |
| Langtry | Jennifer |
| Lee | Christine |
| Lee | Vanessa |
| Lennon | Thomas |
| Lowy | Jaime |
| Lucas | Esther |
| Lucky | Joseph |
| Mason | Alfred |
| Mason | Direasa |
| Mason | Nona |
| Mayti | Lisa |
| McCain | Ayme |
| McConnell | Kelly |
| McKinney | Sharese |
| McMahan | Stephanie |
| Millard | Gretchen |
| Mills | De'Lynia |
| Mitchell | Nicole |
| Moore | Dale |
| Moore-El | Zandra |
| Naylor | Lisa |
| Nixon | Patricia |
| Oditt | Ruth |
| Pagendarm | Silke |

| <u>Last Name</u> | <u>First Name</u> |
|-------------------------|--------------------------|
| Palmer-Assian | Brenda |
| Paradise | Melissa |
| Pasternak | Ilana |
| Perkins | Kimberly |
| Podojil | Melanie |
| Pope | Aenea |
| Price | Misty |
| Priestly | Kyle |
| Rhodes | Steven |
| Richmond | India |
| Robinson | Anita |
| Robinson | Michael |
| Roby | David |
| Rogers | Lekisha |
| Rollins | Carol |
| Rose-Rodriguez | Lisa |
| Rugley | Jerry |
| Scheidemantel | Aimee |
| Sekanic | Tanya |
| Shoulders | Wanda |
| Simko | Raulla |
| Simon | Sherry |
| Smith | Ruth |
| Steffens | Sue |
| Sutton | Aaron |
| Tafe | H. Lawrence |
| Tate | Mi-Lin |
| Taylor | Laquita |
| Tenney | Turkessa |
| Tidmore | Qianna |
| Tillis | LaRae |
| Tolar | Matthew |
| Torres | Madeline |
| Trachsel | Natalie |
| Turner | La'Keya |
| Velez | Ana |
| Velez | Marie |
| Verbofsky | Camille |
| Walker | Sonya |
| Ward | Samantha |

| <u>Last Name</u> | <u>First Name</u> |
|-------------------------|--------------------------|
| Washington | Cassandra |
| Washington | Tanya |
| Watkins | James |
| Weatherspoon | Megan |
| Wiersma | Sarah |
| Williamson | Carrie |
| Wilson | Tameisha |
| Wright | Kirstin |
| Yates | Eira |
| Young | Tramaine |



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Social Program Administrator 3

Health & Human Services

Location: Invest in Children

310 W. Lakeside Avenue, Suite 565
Cleveland, Ohio 44113

Salary: \$64,105.60 - \$89,772.80

Hourly Rate: \$30.82 - \$43.16

Pay Range: 15

Reports to: Associate Director

Hours: 8:30 AM to 4:30 PM

Monday through Friday

This is a noncompetitive civil service position. All communications regarding your qualifications and the civil service eligibility list will be made via email, using the address on your online profile. You must monitor your email for communications about important deadlines.

REQUIREMENTS: Bachelor's degree in social work, human services, education or related field and five years of social work and/or early childhood education experience; or any equivalent combination of training and experience.

PREFERRED REQUIREMENTS: Advanced degree in early childhood or related field. Experience in managing a large scale human service or education program. Experience working within an early childhood program.

RESPONSIBILITIES: Management of the expanded universal prekindergarten in Cuyahoga County, a high priority of county government. (e.g.- develops and implements policies and procedures; monitors compliance of UPK providers with federal and state regulations governing program areas; provides interpretation, clarification of applicable regulations, policy and procedures monitors programs' grant compliance; oversees program budgets and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program; provides technical advice and consultative services to community advocates, providers, other County public and private agencies, legislators, other division administrators). May supervise lower-level social program administrators or senior level supervisors (e.g.- manages subordinate personnel; strives to ensure employees meet performance goals; assigns, reviews, monitors and evaluates subordinate staff; reviews and approves employee leave requests; makes recommendations and gives approval in personnel actions relating to staff selections, transfers, removals and hiring). Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. A RESUME IS REQUIRED FOR THIS POSITION. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm, January 30, 2017

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 11/30/2016