



F. Allen Boseman, Commissioner
 Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: April 23, 2018

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan. Changes in departments' operational needs necessitate classifications be revised, created and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
External Affairs Manager 1053441	12/Exempt	Medical Examiner
Senior Communications Specialist 1053425	12/Exempt	Communications
Workforce Analyst 1055271	8/Exempt	Development

REVISED CLASSIFICATIONS	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Airport Manager 1042322	17/Exempt	17/Exempt (No Change)	Public Works
Business Services Manager 1052321	15/Exempt	15/Exempt (No Change)	All Departments
Examiner Supervisor 1055123	10/Exempt	10/Exempt (No Change)	HHS
Programmer Analyst 1 1053121	8/Non-Exempt	8B/Non-Exempt	Information Technology
Manager, Witness/Victim Services 1056215	15/Exempt	15/Exempt (No Change)	Public Safety and Justice Services
Real Estate Manager 1052233	16/Exempt	16/Exempt (No Change)	Public Works

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Communications Manager 1056615	15/Exempt	HHS
Laboratory Assistant 1064211	5/Non-Exempt	Public Works

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053441	External Affairs Manager	Medical Examiner's Office	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Medical Examiner's Office that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$56,370.91 - \$78,923.52 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Hugh Shannon, MEO Administrator	2/28/2018	Email	Sent questions regarding the specification
Hugh Shannon, MEO Administrator	2/28/2018	Email	Sent drafted specification to review
Hugh Shannon, MEO Administrator	2/28/2018	Email	Answered administrator's questions

Hugh Shannon, MEO Administrator	3/5/2018	Email	Sent reminder to review specification
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	External Affairs Manager	Class Number:	1053441
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to manage new and existing Cuyahoga County Medical Examiner's Office (CCMEO) programs as well as manage the department's external affairs.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the CCMEO's external communications and managing new and existing programs that promote and cultivate interest in the fields of forensic pathology. The employee works with a framework of policies, procedures, and local and State laws. 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.

- 25% +/- 10%
 - Manages and oversees program management and coordination of the existing programs which may include the high school and college shadow, internship, museum, and death investigation education programs.
- 20% +/- 10%
 - Supervises 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; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 20% +/- 10%
 - Manages external affairs for CCMEO; serves as the liaison with the Administration's Communications Department to manage and enhance the CCMEO's mission, vision, and message development with its external audiences and partners; acts as the primary spokesperson for CCMEO to local and national media; oversees external communications such as public records requests and archived records.
- 15% +/- 10%
 - Manages new programs and opportunities to promote the CCMEO's mission and public health agenda; develops operational plans, budgets, and workforce needs for the programs.
- 10% +/- 5%
 - Oversees the Statistical Report team that creates the Medical Examiner's Annual Statistical Book and other joint projects; schedules meetings, develops work plans, and establishes timelines; assigns tasks to team members; provides projects updates to department management.

External Affairs Manager

5% +/- 2%

- Serves as a Mass Fatality Event representative for the Department to the Joint Information Center in County/City Emergency Operations Center (EOC).

5% +/- 2%

- Performs related administrative duties; prepares official reports or documents; researches focus studies or projects on topical or trending issues; researches and analyzes data and information that may impact daily operations; monitors legislative changes at State, Federal or other local jurisdictions; attends various meetings and trainings; organizes meetings or forums on behalf of Medical Examiner.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, marketing, communications, public relations, or a related field, and six (6) years of public affairs or public relations experience or any equivalent combination of training, and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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, 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, and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

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

External Affairs Manager

- Ability to comprehend a variety of informational documents including various waivers, applications, letters, MDI Course Registrations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, departmental policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, investigation reports, spreadsheets training manuals, 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 use and interpret marketing, forensic pathology, and basic legal terminology and language.
- Ability to communicate effectively with pathologists, managers, co-workers, external partners, funeral home staff, law enforcement, emergency medical services, Life Banc staff, consultants, doctors, departmental employees, elected officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and on-site investigation locations.
- Work may involve exposure to weather extremes, strong odors, bodily fluids, and diseases.

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.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053425	Senior Communications Specialist	Communications Department	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Communications Department that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Communications Department
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Fiscal Impact:	PG 12 \$56,368.00 - \$78,915.20 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Melissa Foldessi, Compensation Manager	3/9/2018	Email	Copied on Communications
Kelli Neale, HR	2/9/2018 3/9/2018	Email	Request Received Copied on Communications
Jonathan Zerulik, HR Analyst	3/9/2018	Email Email	Questions to Manager Copied on Communications

Radine Brown, HR	3/9/2018	Email	Copied on Communications
Eliza Wing	3/9/2018	Email	Review of Final Draft
Mary Louise Madigan	3/9/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Communications Specialist	Class Number:	1053425
FLSA:	Exempt	Pay Grade:	12
Dept:	Communications Department		

Classification Function

The purpose of this classification is to develop strategic communications and ensure internal and external County communications meet department standards.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing strategic communications, leading day-to-day operations and projects, and ensuring internal and external County communications meet department standards. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

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%
- Plans, directs, and coordinates various communications projects; creates and tracks calendar of content for the year; delegates tasks to team members and oversees completion; develops and monitors project schedules; ensures completed projects meet department standards.

- 25% +/- 10%
- Initiates, develops, and maintains working relationships with key individuals from other departments for the purpose of keeping open lines of communication and sourcing stories; provides support to other County departments and agencies regarding communications issues; responds to requests for information from other agencies; coordinates with departments for various events; provides training on web-writing and production; acts as a resource for best practices on external communications.

- 20% +/- 10%
- Develops and leads proactive messaging and content within area of expertise; conceptualizes and creates communications for area of responsibility from creation through delivery; ensures all content produced is tied to county brand and strategy; assists with reviews of communications to ensure that branding is coordinated and followed throughout platforms.

- 10% +/- 5%
- Produces verbal and written content including editorials, newsletters, speeches, brochures, websites, and magazines; gathers pertinent information and directs delivery; integrates department strategic goals and County branding principles with knowledge of design and communication principles to produce content; plans and coordinates press conferences, media, and special events.

- 10% +/- 5%
- Researches and remains informed about new technologies and tools for content production; makes recommendations for purchase and use of new technologies/tools; develops and recommends communication strategies; ensures that central brand ideas are aligned across various platforms/tools.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public relations, communications or related field with five (5) years of public relations, marketing communications, or journalism experience; or any equivalent combination of training and experience.

Additional Requirements

No licenses or certifications 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 copier.

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.
- Requires excellent written and verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, agency policies and procedures manual, and County branding standards.
- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to upper level management.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate with director, managers, coworkers, 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.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055271	Workforce Analyst	Department of Development	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Development that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Department of Development
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Fiscal Impact:	PG 8 \$44,532.80 - \$62,337.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Melissa Foldessi, Compensation Manager	1/11/2018 1/19/2018	Email	Copied on Communications
Kelli Neale, HR	1/11/2018 1/19/2018	Email	Copied on Communications
Jonathan Zerulik, HR Analyst	1/11/2018 1/19/2018	Email Email	Questions to Manager Copied on Communications

Greg Huth,	1/11/2018 1/19/2018	Email Email	Questions to Manager Review of Final Draft
Theodore Carter, Director	1/19/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	3/12/2018 3/29/2018 4/3/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Workforce Analyst	Class Number:	1055271
FLSA:	Exempt	Pay Grade:	8
Dept:	Development		

Classification Function

The purpose of this classification is to perform research and to assist with the design and delivery of training and workforce development programs.

Distinguishing Characteristics

This is an entry-level classification that is responsible for performing research, developing on-the-job training plans, and providing support to assist with implementation of the Skillup team's operations. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

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%

• Develops training option reports ("roadmap") to present to companies; researches training providers and credentialing options; determines the most appropriate training or credential; specifies on-the-job training statements for each job duty; conducts short-form job analyses and writes up job descriptions; creates reports detailing information gathered from research; reviews and edits reports with deputy director before and after presentations.
- 40% +/- 10%

• Provides support on talent and workforce development projects; gives input on design and delivery of programs and services to employers, residents, and providers; conducts research on best practices in training, career pathways, and other workforce concepts; creates reports of training provider and credentialing options; provides support to talent advisors with research and information regarding roadmap; provides input regarding marketing efforts and SkillUp service.
- 10% +/- 5%

• Presents roadmaps to companies and businesses; responds to follow-up questions regarding training and roadmaps; develops training plans for companies based on selected roadmap.
- 10% +/- 5%

• Performs related administrative responsibilities; prepares various reports, records, and other documents; performs basic data entry duties; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, or related degree and one (1) year of experience in human resources, training, industrial/organizational psychology or related field; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

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 copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 basic job descriptions, charts, data, questionnaires, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, SkillUp specifications, and Federal Employment Laws.
- Ability to prepare training plans, roadmaps, industry reports, data summaries, job analysis forms, correspondence, applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate with coworkers, management, representatives from external organizations, employees, prospective 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042322	Airport Manager	Public Works	Exempt	17

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042322	Airport Manager	Public Works	Exempt	17

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Airport Manager	Class Number:	1042322
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the operations of the County Airport in accordance with state and federal aviation regulations and to supervise employees classified as field supervisor, assistant airport manager, and lower level staff.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for managing the operations of the County Airport. The employee in this classification carries out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 50% +/- 10%
 - Manages the operations of a County Airport, certified under and in accordance with state and federal aviation regulations; programs current and future maintenance and operational needs; develops operating standards and safety procedures in accordance with Federal Aviation Administration standards and regulations as required; prepares and administers Federal and State grant programs for eligible Capital Improvement programs; negotiates and/or directs the preparation of all contracts, leases, concession, and rental agreements and establishes related rates, fees, etc.; manages the use of airport facilities by concessionaires, tenants, and transients; directs the preparation of the operating budget, various reports, and statistical records.
- 40% +/- 10%
 - Supervises employees classified as field supervisor, assistant airport manager, and lower level airport staff; prepares schedules; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; operates firefighting and building maintenance equipment to demonstrate proper operation.
- 10% +/- 5%
 - Serves as a member of various commissions and boards representing airport interests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with six (6) years of airport operations experience including three (3) years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements for all levels

No additional license or certification is required.

Airport Manager

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 copier.

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 and calculate decimals and percentages and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial reports, FAMIS reports, certification notices, contracts, leases, blueprints, FAA technical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Aviation Regulations, Title 14, airport certification manual, emergency plan manual, FAA advisory circulars, and FAA/DOT aircraft rescue firefighting manuals.
- Ability to prepare correspondence, budgets, forecasts, contracts, leases, grant applications, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and aviation terminology and language.
- Ability to communicate effectively with leasehold tenants, government personnel, FAA personnel, consultants, division managers, and the general public.

Airport Manager

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052321	Business Services Manager	All Departments	Exempt	15

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052321	Business Services Manager	All Departments	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1996. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	11
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Dept.(s) Affected:	All
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Walter Parfejewiec, Management Services Manager (former)	07/27/2017 08/15/2017 08/25/2017 9/14/2017 9/14/2017	Email Email Email Email Email	Questions to Manager Clarification Final Draft Review Reminder Clarification
Melinda Burt, Deputy Director Justice Services	08/25/2017 9/14/2017 10/10/2017	Email Email Email	Final Draft Review Reminder Update
Michael Chambers, Fiscal Officer PW	08/25/2017 9/14/2017	Email Email	Final Draft Review Reminder
Thomas Pristow, Director (former)	07/27/2017 08/15/2017 08/25/2017 9/14/2017	Email Email Email Email	Questions to Manager Clarification Final Draft Review Reminder
Michael Dever, Director	07/27/2017 08/15/2017 08/25/2017 9/14/2017	Email Email Email Email	Questions to Manager Clarification Final Draft Review Reminder
Jim Battigaglia, Archer Consultant	3/12/2018 3/29/2018 4/3/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation
Melissa Foldesi, Compensation Manager	08/25/2017 9/14/2017	Email	Copied on Communications
Kelli Neale, HR	08/25/2017 9/14/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Services Manager	Class Number:	1052321
FLSA:	Exempt	Pay Grade:	15
Dept:	All departments		

Classification Function

The purpose of this classification is to manage and coordinate the business services activities for a County department(s).

Distinguishing Characteristics

This is a management-level classification that is responsible for coordinating and managing the business service and fiscal management activities for County department(s) as well as supervising lower-level supervisors and other assigned staff. This class works under administrative direction and requires advanced knowledge of business administration and professional management techniques in order to plan, direct, and manage fiscal, administrative, and management functions for department(s). The employee is expected to consult and collaborate with superiors 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.

- 30% +/- 10%
- Plans, directs, and coordinates the fiscal management activities for a County department(s); participates in budget planning, review, and preparation activities; coordinates budget planning, payroll, purchasing, and inventory control for department(s); monitors receipt and disbursement of funds and ensures compliance with policies and procedures; monitors cash flow management; assists with purchasing requirements and vendor selections; reviews and updates fiscal policies and procedures and ensures compliance with applicable state and federal regulations; establishes and oversees implementation of fiscal controls; directs general procurement activities for department(s); participates in strategic planning regarding budgetary and fiscal matters and financial performance.
- 20% +/- 10%
- Coordinates and manages the business services activities for a County department; analyzes operations for fiscal and operating improvement recommendations; coordinates capital projects fiscal management; coordinates contract management activities; coordinates grant management activities; ensures compliance with regulations in handling of federal/state funds; ensures that department and program fiscal operations are in compliance with applicable state and federal regulations.
- 15% +/- 10%
- Supervises lower level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Business Services Manager

15% +/- 10%

- Administers and manages various aspects of County, State, and Federal programs including program budget, expenditures, eligibility costs, random moment time studies, cost allocations, and contracts.

10% +/- 5%

- Coordinates preparation and maintenance of records, reports, and studies related to fiscal activities and operations; oversees preparation of department financial and budget reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, fiscal ledgers, and federal grant budget revisions and summaries; ensures all required reporting is completed in accordance with state and federal regulations and by the specified deadlines; cooperates and assists with state and federal auditing process.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; conducts and coordinates management studies; functions as liaison with other sections or divisions; represents department at various meetings and conferences.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, accounting, finance or related field with six (6) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements for all levels

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 personal computer and copier.

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, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Business Services Manager

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 financial reports, budget reports, assessment reports, invoice vouchers, payroll forms, disbursement reports, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Personnel Policy and Procedures Manual, state reporting requirements, federal and state funding and program regulations, purchasing manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, summary reports, contracts, budgets, budget projections, vouchers, performance reviews, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate with County Council, directors, managers, supervisors, subordinates, other County employees, state and federal employees, contractors, vendors, consultants, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055123	Examiner Supervisor	Health and Human Services	Exempt	10

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055123	Examiner Supervisor	Health and Human Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2007. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include updated essential functions, distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Robyn Gibson, Social Program Administrator 2	12/4/2017 2/5/2018 3/8/2018	Email Email Email	Supervisor Questions Reminder Final Draft Review
Arnell Hurt, Social Program Administrator 5	12/4/2017 2/5/2018 3/8/2018	Email Email Email	Supervisor Questions Reminder Final Draft Review
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay Grade Evaluation
Rhonda Caldwell, Compensation Manager	3/8/2018	Email	Copied on Communications
Kelli Neale, HR	3/8/2018	Email	Copied on Communications
Michael Brown, HR	3/8/2018	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Examiner Supervisor	Class Number:	1055123
FLSA:	Exempt	Pay Grade:	10
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower-level examiners in an examiner unit and oversee child care provider licensing and payment processing.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for the supervision of lower-level examiners as well as completing responsibilities related to overseeing home child care provider licensing and payment processing. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner. This class requires public contact and is responsible for ensuring that clients are provided with appropriate and timely 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.

- 45% +/- 10%

• Monitors and ensures that all licensing and fiscal activities of home child care providers and other licensed child care facilities and programs are in compliance with applicable laws, rules, and procedures; provides oversight and resolves issues and conflicts related to child care programs and providers; ensures timely processing of audit finding results related to payments and adjustments; investigates and resolves issues related to payments; ensures payment accuracy; investigates alleged fraud and makes appropriate referrals; keeps up to date on applicable rules, regulations, policies, and procedures.
- 30% +/- 10%

• Supervises lower level examiners in examiner unit; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%

• Provides technical assistance with applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes; interviews applicants to determine readiness for licensure; conducts optional in-home technical assistance interviews to assist with assuring licensing compliance; provides assistance and information to providers regarding licensing requirements; prepares, updates, and presents training materials for potential and current child care providers.

Examiner Supervisor

5% +/- 2%

- Examines and verifies that all payment- and adjustment-related day care activities are in compliance with applicable laws, rules and procedures; consults with prospective providers on regulations, standards, and provider technical assistance; travels to home child care sites; conducts optional technical assistance reviews of providers' evacuation plans, hours of operation, daily activity schedules, weekly menus, medical plans, dental plans, general emergency plans, and provider playgrounds and equipment; identifies and monitors potential non-compliance issues; gives examples of best practices.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; tracks and documents travel expenses; receives and responds to requests for information from various agencies; handles clients' complaints and queries; prepares and delivers presentations regarding programs to staff and community groups.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Public Administration, Sociology, Accounting or related field with three (3) years of professional childcare, public administration, or auditing experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special licensure 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 copier.

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, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Examiner Supervisor

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 establish criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including referrals, evacuation plans, homeowner's insurance, auto insurance, pet licenses, pet shot records, weekly menus, daily activity schedules, medical, dental and general emergency plans, payment processing records, client records, data management system reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, ODJFS Field Guide, ODJFS Child Care Manual, Type B Child Care Rules, and Personnel Policies and Procedures Manual.
- Ability to prepare Child Care Licensing Information Forms (CCLIF), monthly adjustment reports, licensing support interview checklist, travel logs, childcare home assessments, training materials, provider checklist reports, monthly reports, performance appraisals, memos, 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, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate effectively with supervisor, co-workers, employees, customers, representatives from outside agencies and organizations, state and federal personnel, day care providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional site visits.
- Work may involve exposure to temperature and weather extremes, strong odors, smoke, dust, wetness, humidity, animals, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053121	Programmer Analyst 1	Information Technology	Non-Exempt	8

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053121	IT Service Management Analyst	Information Technology	Non-Exempt	8B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The education and experience requirements were updated to be consistent with other positions in the series.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 8: \$44,532.38 – \$62,332.61 PG 8B: \$47,014.66 - \$65,812.03 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, Program Officer 4	2/22/2018	Email	Request received
Alan Kilgore, Manager, Network Engineering	3/5/2018	Email	Sent questions to the manager
Alan Kilgore, Manager, Network Engineering	3/13/2018	Email	Draft sent for review
Alan Kilgore, Manager, Network Engineering	3/19/2018	Email	Explain the next steps of the process
Alan Kilgore, Manager, Network Engineering	3/26/2018	Email	Project update
Alan Kilgore, Manager, Network Engineering	4/5/2018	Email	Project update

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Service Management Analyst	Class Number:	1053121
FLSA:	Non-Exempt	Pay Grade:	8B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to design and maintain technology solutions through the contracted IT service management system(s) (e.g. Cherwell) as well as to serve as the County’s resident expert for that system(s).

Distinguishing Characteristics

This is an entry level classification with responsibility for designing and maintaining technology solutions for IT service management system(s). This class works under the direction of the Manager of Network Engineering and is responsible for performing timely and accurate work. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 50% +/- 10%
- Designs and maintains technology solutions through the contracted IT service management system(s); creates and modifies existing blueprints to build workflows in IT service management system(s); designs screen layouts, reconfigures major and minor business objects, and builds new functionality with the system.
- 10% +/- 5%
- Serves as the resident expert for County Departments regarding the IT service management system(s); provides system support with development issues; answers user questions related to the software and various tools; resolves issues and submitted tickets related to the IT service management system(s).
- 10% +/- 5%
- Researches IT service management system(s) to better manipulate and use the software frameworks and tools in order to solve complex business projects; communicates regularly with consultants about IT service management system(s); participates in training sessions to develop and share knowledge and skills with the system.
- 10% +/- 5%
- Creates and updates automation processes and one-step action manager operations in IT service management systems(s); programs and builds out automated processes and triggers to gain efficiencies and reduce the need for repetitive tasks.

Programmer Analyst

10% +/- 5%

- Designs various reports based around the IT service management system(s) in order to proactively track metrics for technical issues and software renewals; programs the software to output usable data in the form of a report; programs the software to convert data into usable information to steer business decisions and direction on how the department is performing.

10% +/- 5%

- Determines business needs by creating and modifying existing workflows; identifies user requirements and translates it into a technical analysis to be reviewed by the team or lines of business with the software.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in computer programming, information technology, or related field with two (2) years of related information technology experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

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 copier.

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 technical design documents, incident tickets, quarterly technical system updates, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, departmental policy manual, computer software manuals, and systems manuals.
- Ability to prepare Visio Diagrams, various data reports, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

Programmer Analyst

- Ability to use and interpret application design and computer terminology and languages.
- Ability to communicate effectively with managers, supervisors, co-workers, vendor technical support, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056215	Manager, Witness/Victim Services	Public Safety & Justice Services	Exempt	15

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056215	Manager, Witness/Victim Services	Public Safety & Justice Services	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	Public Safety and Justice Services requested a revision of the minimum qualifications according to the Ohio Revised Code.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Melinda Burt, Deputy Director	2/15/2018	Email	Emailed questions regarding the specification

Jill Smialek, Manager, Witness/Victims Services	2/28/2018	Email	Reminder email
Melinda Burt, Deputy Director and Jill Smialek, Manager, Witness/Victims Services	3/01/2018	Email	Sent draft of the specification
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Witness/Victim Services	Class Number:	1056215
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of Witness/Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness/Victim Service Center and the Family Justice Center. This class works under administrative direction from the Deputy Director, and requires the analysis and solution of operational, technical, administrative, and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Manages all programmatic, service, and administrative components of the Witness/Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; monitors and approves expenditures of division budget; fulfills all grant planning and management requirements; ensures client satisfaction and with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 15% +/- 10%
- Manages employees of the Witness/Victim Service Center and the Family Justice Center; manages employees through subordinate supervisors; assigns tasks and projects; manages caseloads and provides case consultation; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures.
- 15% +/- 10%
- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.
- 15% +/- 10%
- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements.

Manager, Witness/Victim Services

15% +/-10%

- Functions as liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.

15% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; assists in the preparation of presentations; attends meetings, conferences, and training sessions; researches current best practices; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Psychiatrist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

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 copier.

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 and calculate decimals and percentages, and perform routine statistics.

Manager, Witness/Victim Services

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 employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, criminal, domestic, juvenile, and civil codes and regulations, treatment and advocacy publications, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual, and semi-annual statistical reports, grant applications, statistical reports, various reports, correspondence, purchase orders, contracts, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and personnel terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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

CURRENT CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052233	Real Estate Manager	Public Works	Exempt	16

PROPOSED REVISED CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052232	Real Estate Manager	Public Works	Exempt	16

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2001. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Real Estate Manager	Class Number:	1052232
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate the County's real estate operations including all leasehold and real property assets.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating the County's real estate operations including all leasehold and real property assets. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. The employee ensures activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 50% +/- 10%
 - Coordinates the County's real estate operations; establishes and maintains records database of all leasehold and real property assets; negotiates and writes County leases and property acquisitions and dispositions; identifies and locates real property or leased property for future County needs; determines development potential of County owned assets; coordinates with other administrators and managers to establish space needs; forecasts County's long term space needs.
- 30% +/- 10%
 - Supervises and 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 and prepares related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 20% +/- 10%
 - Performs related administrative responsibilities; processes real estate related items through the Office of Procurement.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration or business administration with ten (10) years of real estate management experience, or any equivalent combination of training and experience.

Additional Requirements for all levels

No additional license or certification is required.

Real Estate Manager

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 copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fiscal reports, division statistics and reports, bid specifications, legislation, mechanics liens, real estate purchase agreements, leases, subordination of leases/mortgage, consultant invoices, construction drawings, appraisal reports, deeds, written and electronic communications, and related reports and records.
- Ability to comprehend a variety of reference books and manuals including real estate principals, environmental reports, OSHA rules and regulations, Ohio Civil Service Laws and Rules Annotated, Ohio Revised Code, Personnel Policies and Procedures Manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare real estate purchase and lease agreements, list of leases, request for proposals, NOVUS related documents, tax exemption applications, costing sheets, paper and electronic correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret real estate, law, and accounting terminology and language.
- Ability to communicate with department directors, managers, building owners, real estate agents, vendors and consultants, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at county properties.
- Work may involve exposure to weather extremes, traffic hazards, strong odors, and electrical currents, wetness/humidity, and toxic/poisonous agents.

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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056615	Communication Manager	HHS	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	This position is no longer administratively necessary.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Yolanda Guzman, HR Business Partner
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Manager	Class Number:	1056615
		Pay Grade:	15

Departments:	Child Support Enforcement Agency
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Classification Function

The purpose of this classification is to manage and oversee the Communications area of the Department including assisting the Director with the development of short and long-term communications operating goals and strategies into an Operations Plan and Department Policies. This classification also oversees the implementation of the communications strategies.

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.

- Manages and oversees the Communications area of the Department including assisting the Director with the development of short and long term communications operating goals and strategies into an Operations Plan and Department Policies (e.g.- administers the day-to-day operation of the Communications area consisting of media relations, client affairs and the call center; interacts and communicates with all external media organizations including television, radio and newspaper; ensures that the Department's story is being told in an accurate and positive manner; meets with other managers to review the call center operations and ensure services are delivered in an efficient and effective manner; reviews and recommends changes to staffing levels and staffing needs; represents the Director at meetings and conferences).
- Supervises senior administrative officer, senior support officer supervisor, and other assigned employees (e.g.- trains and develops staff; develops work plans and performs reviews of employees; approves time sheets and requests for leave; evaluates performance of employees; interviews and recommends the hiring or promotion of employees; recommends and implements counseling and disciplinary procedures).
- Prepares various reports and performs other administrative tasks (e.g.- develops and maintains the reporting systems necessary to monitor the Division's performance and customer service being provided; ensures that time sensitive activity is handled within the allotted time; develops and monitors performance standards; attends Executive Team and Management Team meetings; attends various State, County and Department trainings and meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in communications, business administration or related field with nine years of child support enforcement or related experience; or any equivalent combination of 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 personal computer, audiovisual equipment, and calculator.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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 make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, employee evaluations, staffing reports, agency reports, proposals, plan documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, the Ohio Department of Human Services Title IV-D Support Guidelines, the Ohio Revised Code and Federal Code 45 (CFR).
- Ability to prepare monthly reports, statistical reports, overtime requests and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise the work of other employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate with the Director, media officials, County officials, managers, supervisors, other County employees, federal and state auditors, clients, contractors 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1064211	Laboratory Assistant	PW	Non-Exempt	5

Requested By:	Personnel Review Commission
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Rationale:	This position is no longer administratively necessary.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Laboratory Assistant	Class Number:	1064211
		Pay Grade:	5

Departments:	Development, only
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Classification Function

The purpose of this classification is to collect and transport biological samples and provide testing assistance to the laboratory analysts in the County's wastewater/water laboratory.

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.

- Collects and transports biological samples to laboratory (e.g.- drives County vehicle to collect and transport wastewater and biological samples; programs automatic sampling equipment to obtain samples; operates sampling equipment; maintains log of sample collections and field tests).
- Provides assistance in County wastewater/water laboratory (e.g.- assists laboratory analysts with various tests; prepares bench sheets and collection reports).
- Performs routine duties related to laboratory maintenance and housekeeping (e.g.- maintains sampling equipment; cleans glassware; prepares work orders for sampling equipment requiring maintenance).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of wastewater/water experience; or any equivalent combination of training and experience.

Additional Requirements

Must possess a valid Ohio Driver's License.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety laboratory equipment including automatic sampling equipment.
- Ability to operate a motor vehicle.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including sample schedules, correspondence and various reports and records.

- Ability to comprehend a variety of reference books and manuals including standard methods publications, equipment manuals, safety manual, and MSDS sheets.
- Ability to prepare bench sheets, collection reports, and work orders using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret laboratory terminology and language.
- Ability to communicate effectively with supervisor, laboratory analysts, superintendent, and other County employees.

Environmental Adaptability

- Work is performed in a laboratory environment and in the field with exposure to varying weather conditions, odors, toxic agents and chemicals.

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