



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: May 1, 2018

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan due to routine maintenance. 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.

<b>REVISED CLASSIFICATIONS</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Assistant Director 1051312	17/Exempt	17/Exempt (No Change)	All Departments
Employee Relations Manager 1053654	16/Exempt	16/Exempt (No Change)	Human Resources
Labor Relations Administrator 1053655	18/Exempt	18/Exempt (No Change)	Human Resources
Physical Structure Security Specialist 1022312	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works
Workers Compensation Coordinator 1053681	11/Exempt	11/Exempt (No Change)	Human resources

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1051312	Assistant Director	All Departments	Exempt	17

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1051311	Assistant Director	All Departments	Exempt	17

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. The classification information has been updated and placed into the new format. The classification number has been changed to 1051311.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	All Departments
---------------------------	-----------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay grade evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Director	<b>Class Number:</b>	1051311
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist a department director with managing the department including developing objectives and policies, assisting with administrative and budgetary matters; and supervising staff.

## Distinguishing Characteristics

This is a senior management classification with responsibility for assisting the department director with administrative and budgetary matters. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to the designated department. 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.**

- 40% +/- 10%
  - Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.
- 30% +/- 10%
  - Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 15% +/- 10%
  - May manage special projects and keep director apprised of project progress and conclusion.
- 15% +/- 10%
  - Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, or other related field with nine (9) years of related experience including five (5) years in a supervisory 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 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, calculate decimals and percentages and make use of 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 contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, 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, 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, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the 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
1053654	Employee Relations Manager	Human Resources	Exempt	16
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053654	Employee Relations Manager	Human Resources	Exempt	16

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. The classification was updated into the new format with minor revisions to be consistent with the updated classification specifications.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Human Resources
---------------------------	-----------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay grade evaluation





# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Relations Manager	<b>Class Number:</b>	1053654
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to manage inter-departmental County employment relations programs, coordinate employee relations function, and supervise lower-level employee relations specialists and assigned staff.

**Distinguishing Characteristics**

This is a supervisory-level classification with responsibility for managing County employment relations programs. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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%
- Manages inter-departmental County employment relations programs and coordinates employee relations function; establishes program goals for workers compensation, safety program, and drug testing; coordinates activities of program consultants; resolves program problems with consultants and vendors; coordinates and evaluates program training; plans and applies corrective action; trains drug program assistants; develops program policies and procedures; trains managers and personnel officers in areas of discipline procedures, general employment law, and other areas.
- 25% +/- 10%
- Supervises employee relations specialists and assigned staff; provides job instruction and training to staff members; develops and monitors annual performance objectives; evaluates employee performance; recommends personnel actions including selection, transfer, promotion, discipline or discharge; conducts staff meetings.
- 15% +/- 10%
- Represents County in matters pertaining to employment and workers compensation; appears for the County and advocates on its behalf in the matter of unemployment compensation claims appeals and workers compensation claims appeals; assists the County prosecutor in the preparation of defense of cases; negotiates settlements of cases; represents the County at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 10% +/- 5%
- Participates in employee complaint procedure; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts

## **Employee Relations Manager**

pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

10% +/- 5%

- Performs administrative duties; prepares annual program budgets; prepares requests for proposals; monitors budgets for compliance; purchases program assets; develops, writes, interprets, and issues policies and procedures relating to labor relations, drafts answers to complaints; administers drug testing program for County; coordinates medical review and laboratory services; serves on various committees including job search, employee relations, etc.; serves as liaison between the Human Resource Department and the County Prosecutor's Office.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Juris Doctorate with five (5) years of employment relations experience. Must be licensed to practice law in the State of Ohio.

### **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.

#### **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 case files, case law, laboratory reports, medical records and reports, timesheets, personnel records, and other reports and records.

### **Employee Relations Manager**

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and law textbooks.
- Ability to prepare case reports, findings and recommendations, legal filings, program reports, performance appraisals, attendance and discipline audits, 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, to follow instructions.
- Ability to use and interpret legal and human resource terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, attorneys, 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
1053655	Labor Relations Administrator	Human Resources	Exempt	18

PROPOSED REVISED CLASSIFICATION				
---------------------------------	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053655	Labor Relations Administrator	Human Resources	Exempt	18

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. The classification was updated into the new format with minor revisions to be consistent with the updated classification specifications.
-------------------	---

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	Human Resources
---------------------------	-----------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay grade evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Labor Relations Administrator	<b>Class Number:</b>	1053655
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18
<b>Dept:</b>	Human Resources		

## Classification Function

The purpose of this classification is to administer labor and employee relations matters for the County Executive's departments.

## Distinguishing Characteristics

This is a managerial-level classification with responsibility for administering labor and employee relations matters and overseeing collective bargaining activity. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.**

- 40% +/- 10%  
Administers labor and employee relations matters; oversees collective bargaining activity; serves as consultant and liaison to publicly elected officials on labor relations matters; oversees all employee relations activity which involves the departments under the County Executive and bargaining and non-bargaining employees including discipline administration, special investigations, employee complaints, medical examinations, training, and unemployment compensation.
- 30% +/- 10%  
Supervises employee relations specialists and other staff; assigns work and reviews completed work assignments; provides job training and instruction; responds to employee problems and issues; evaluates employee performance; reviews and approves employee leave requests.
- 15% +/- 10%  
Oversees County's drug testing program; establishes and maintains drug testing policies and procedures; manages agreements between County and toxicology labs and medical review officer; schedules tests and maintains records.
- 15% +/- 10%  
Oversees legal matters involving employees and/or departments under the County Executive; serves as liaison between the County Executive's departments and the Prosecutor's Office; assists in representing the County in all matters before administrative bodies including the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Personnel Board of Review, State Employee Relations Board, and Ohio Bureau of Employment Service; assists in representing legal matters filed in Municipal, County, and Federal Courts; performs legal research on employee and/or labor relations matters on behalf of the County Executive).

## Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of labor relations experience. Must be licensed to practice law in the State of Ohio.

## **Labor Relations Administrator**

### **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.

#### **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 statutes, civil complaints, court decisions, timesheets, personnel records, other legal documents, 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, law books, and labor contracts.
- Ability to prepare briefs, appeals, motions, performance appraisals, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, 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 labor law and personnel terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, elected officials, other County employees, attorneys, consultants, union representatives, and the media.

## **Labor Relations Administrator**

### **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
1022312	Physical Structure Security Specialist	Public Works	Non-Exempt	7

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022311	Physical Structure Security Specialist	Public Works	Non-Exempt	7

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. The classification information remained the same but placed into the new format. The classification number has been changed to 1022311.
-------------------	--

<b>No. of Employees Affected:</b>	1
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Paul Waller, Physical Structure Security	7/15/2016	Email	Requested the SME to complete a CPQ

Specialist & Ellen Eschmeyer, Security Officer Lieutenant & Clifford Pinkney, County Sheriff			
Paul Waller, Physical Structure Security Specialist	7/15/2016	Email	Provided a deadline extension
Paul Waller, Physical Structure Security Specialist	8/5/2016	Email	Provided another deadline extension
Paul Waller, Physical Structure Security Specialist & Ellen Eschmeyer, Security Officer Lieutenant & Clifford Pinkney, County Sheriff	11/9/2016	Email	CPQ Reminder
Ellen Eschmeyer, Security Officer Lieutenant & Clifford Pinkney, County Sheriff	3/8/2018	Email	Draft sent to the SME's supervisor
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Sent to Archer for a pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Physical Structure Security Specialist	<b>Class Number:</b>	1022311
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan and organize security related projects at County-owned and leased facilities

**Distinguishing Characteristics**

This is a journey level classification responsible for planning and coordinating the County’s security related projects. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in planning security related projects and ensure projects 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.**

- 50% +/- 10%
- Plans and organizes security related projects at County owned and leased facilities; coordinates the development and maintenance of all in-house alarms including building intrusion alarms, burglar, hold-up, metal detectors, x-ray machines equipment repairs, and wireless duress; troubleshoots and diagnoses security systems equipment; oversees performs security assessments of County facilities; makes recommendations on equipment and new technology upgrades and purchases; processes project quotes and associated invoices.
- 20% +/- 10%
- Works closely with County Project Managers in the design phase of new security projects.
- 20% +/- 10%
- Trains and assists staff on security equipment operations; answers staff questions about security concerns.
- 10% +/- 5%
- Conducts research into applicable codes, standards, and laws.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree in criminal justice, law enforcement, or related field with three (3) years of security system experience; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.

## **Physical Structure Security Specialist**

### **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 incident reports, blue prints, electrical and mechanical placement, closed circuit television and access controls, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, equipment manuals, Ohio Building Code, Fire Code, electrical standards, Ohio Revised Code, and Personnel Policies and Procedures Manual.
- Ability to prepare reports, equipment specifications, request for proposals, inventory, correspondence, and other job-related documents 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 construction and current security technology terminology and language.
- Ability to communicate with managers, supervisors, security personnel, vendors, contractors, public agencies, other County employees, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and outdoors.

*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
1053681	Workers Compensation Coordinator	Human Resources	Exempt	11

PROPOSED REVISED CLASSIFICATION				
---------------------------------	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053681	Workers' Compensation Coordinator	Human Resources	Exempt	11

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. The essential job functions were updated to be consistent with the current job duties of the classification.
-------------------	---

<b>No. of Employees Affected:</b>	1
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Human Resources
---------------------------	-----------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Cishma Haines, Workers Compensation	6/2/2015	Email	Requested to complete a CPQ

Coordinator & Lori Acosta, Employee Relations Specialist 2			
Cishma Haines, Workers Compensation Coordinator	6/16/2015	Email	Extension filed
Cishma Haines, Workers Compensation Coordinator & Lori Acosta, Employee Relations Specialist 2	7/30/2015	Email	Requested the CPQ again
Cishma Haines, Workers Compensation Coordinator & Lori Acosta, Employee Relations Specialist 2	8/20/2015	Email	Requested the CPQ again
Cishma Haines, Workers Compensation Coordinator & Lori Acosta, Employee Relations Specialist 2	9/4/2015	Email	Requested the CPQ again
Cishma Haines, Workers Compensation Coordinator	1/25/2016	Email	CPQ was returned without managements signature
Cishma Haines, Workers Compensation Coordinator	3/6/2018	Email	Requested the unsigned CPQ from 2015/2016
Cishma Haines, Workers Compensation Coordinator & Ed Morales, Director of Human Resources	3/7/2018	Email	Asked several questions regarding the CPQ
Cishma Haines, Workers Compensation Coordinator & Ed Morales, Director of Human Resources	3/8/2018	Email	Thanked Cishma for the answers to my questions

Ed Morales, Director of Human Resources & Douglas Dykes, Chief Talent Officer	3/9/2018	Email	Revised draft sent to the SME's manager and director
Jim Battigaglia, Archer consultant	4/2/2018	Email	Sent to Archer for a pay grade evaluation
Cishma Haines, Workers Compensation Coordinator	4/24/2018	Email	Provided a project update to the SME

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Workers' Compensation Coordinator	<b>Class Number:</b>	1053681
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to manage the County's Workers' Compensation program for the employees under the County Executive, Elected Officials, and other County agencies.

**Distinguishing Characteristics**

This is supervisory-level classification that is responsible for managing the County's Workers' Compensation Program. The employee works with a framework of policies, procedures, and 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.**

- 50% +/- 10%
- Manages the County's Workers' Compensation Program; reviews accuracy of all claim documents, medical records, and statements which compile the workers' compensation file; certifies or denies claims based on the supportive documents and review of medical records, request appeals, continuances, and objections; files claims via Bureau of Workers' Compensation (BWC) website; forwards claim certification and file to Third Party Administrator (TPA); executes settlement agreements and researches viability of settlement; requests independent medical, functional capacity, and psychological exams; requests surveillance, background checks, and activity checks via contracted investigator; coordinates modified work strategies or assignments with the workers' compensation team; identifies light or alternative work solutions within the County to return or assign recovering employees when medically feasible; reviews claims for compensability and investigates validity of injury; verifies claim with the workers' compensation team to ensure appropriate outcome; analyzes and reviews claim status, medical course of treatment, and return to work status; trains department staff, supervisors, and directors on the proper responses regarding workers' compensation injuries and preventative efforts to ensure cost containment and favorable rating by the BWC; attends workers' compensation team meetings to discuss the status of the County as it relates to the Employer Risk and determine appropriate actions to take going forward; enters claims into HRIS system.

- 25% +/- 10%
- Supervises assigned employees; directs employees 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.

- 25% +/- 10%
- Performs administrative duties; prepares written documents in order to obtain claims information or status of injured workers; reviews data in FAMIS to determine budgetary status; requests and reviews other various datasets (e.g. claims costs, expenses, and defense); prepares financial documentation of future budgetary requirements; processes vouchers for medical invoices and



## **Workers' Compensation Coordinator**

contracts; investigates and resolves billing disputes; compiles reports and statistical data of workers' compensation activities; coordinates, prepares, and makes recommendations on all Request for Proposals necessary for the administration of the Workers' Compensation Program; prepares and delivers workshops, seminars, and meetings; attends trainings and conferences to stay abreast to changes in the workers' compensation laws and policies and procedures.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in business administration, human resource management, or related field with three (3) years of workers' compensation administration experience, or any equivalent combination of training and experience.

Valid Ohio driver's 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 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-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 workers compensation documents, claim files, settlement authorizations, accident reports, injury reports, medical records, First Report of Injury, medical or psychological exams, notices of appeals, witness statements, interrogatories, court pleadings, police reports, wage statements, and other reports and records.

## **Workers' Compensation Coordinator**

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Collective Bargaining Agreements, Ohio BWC Rules of Law, and Workers' Compensation Laws.
- Ability to prepare reports, memos, correspondence, spreadsheets, financial and actuarial data, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, human resources, and workers' compensation law terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, workers' compensation team, other County employees, managed care organization staff, third party administrator, BWC claims representatives, attorneys, private investigators, hearing administrators, physicians, 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.*