



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: September 26, 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 and created. 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
Forensic Scientist 1 – Trace Evidence 1071261	10A/Exempt	Medical Examiner
Human Resources Associate 1053691	5A/Non-Exempt	Human Resources
Senior Human Resources Associate 1053692	6A/Non-Exempt	Human Resources

REVISED CLASSIFICATIONS	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Forensic Scientist 2 – Trace Evidence 1071262	11A/Exempt	11A/Exempt	Medical Examiner
Human Resources Generalist 1053711	9A/Exempt	9A/Exempt	Human Resources
Purchasing Agent 1053611	7A/Non-Exempt	8A/Exempt	Fiscal (OPD)
Purchasing Analyst 1053612	10A/Exempt	10A/Exempt	MEO, IT and Public Works
Purchasing Manager 1053613	15A/Exempt	15A/Exempt	Fiscal (OPD)

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1071261	Forensic Scientist 1 – Trace Evidence	Medical Examiner's Office	Exempt	10A

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

<b>Rationale:</b>	This is a new classification requested by the Medical Examiner's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

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

<b>Dept.(s) Affected:</b>	Medical Examiner's Office
---------------------------	---------------------------

<b>Fiscal Impact:</b>	PG 10A \$50,481.60 - \$70,657.60 Step Placement TBD by Human Resources
-----------------------	---

<b>Staffing Implications:</b>	Position to be filled once classification is active.
-------------------------------	--

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Rhonda Caldwell, Compensation Manager	3/27/2018	Email	Copied on Communications
Kelli Neale, HR	3/27/2018	Email	Copied on Communications
	7/31/2018	Email	Copied on Communications

Curtiss Jones, Trace Evidence Supervisor	3/27/2018	Email	Review of Draft
	4/4/2018	Email	Reminder for Additional Information
	7/31/2018 9/4/2018	Email Email	Review of 2 <sup>nd</sup> Draft Confirmation of Drafts
Hugh Shannon, Administrator	3/27/2018	Email	Review of Draft
	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
Harmeet Kaur, ID/QA/QC Manager	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
Thomas Gilson, Medical Examiner	3/27/2018	Email	Review of Draft
	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 – Trace Evidence	<b>Class Number:</b>	1071261
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of trace evidence.

## Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of trace evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

## 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.**

- 60% +/- 10%

• Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; attends crime scenes with a senior Trace Evidence Forensic Scientist to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 10%

• Prepares and analyzes trace evidence samples; applies instrumental, physical, and chemical techniques in the examination of selected trace evidence sub-disciplines; utilizes scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, and fluorescence microscopes; performs serological analysis and microscopic examinations; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.
- 15% +/- 10%

• Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%

• Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

## **Forensic Scientist 1 – Trace Evidence**

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

- Bachelor's Degree in a chemical, physical, forensic, or biological science; or related field.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **Mathematical Ability**

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

#### **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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, 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 legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

## Forensic Scientist 1 – Trace Evidence

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053691	Human Resources Associate	Human Resources	Non-Exempt	5A

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

<b>Rationale:</b>	This is a new classification requested by the department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

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

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

<b>Fiscal Impact:</b>	PG 5 \$35,692.80 - \$49,920.00 Step Placement TBD by Human Resources
-----------------------	---

<b>Staffing Implications:</b>	Position to be filled once classification is active.
-------------------------------	--

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Rhonda Caldwell, Compensation Manager	7/23/2018	Email	Review of Draft
Kelli Neale, HR	7/23/2018	Email	Copied on Communications
Douglas Dykes, Chief Talent Officer	7/23/2018	Email	Copied on Communications

Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation
---------------------------------------	-----------	-------	----------------------



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Associate	<b>Class Number:</b>	1053691
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to provide administrative support for day-to-day operations of the County’s Human Resources Department.

**Distinguishing Characteristics**

This is an entry level classification with responsibility for providing administrative support for day-to-day operations of the County’s Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, payroll, and data entry and maintenance. This classification works under close supervision and within a framework of policies, procedures, and 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.**

- 25% +/- 10%
- Completes simple tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
- 15% +/- 5%
- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.
- 15% +/- 5%
- Gathers, tracks, and inputs information related to various HR actions; assists with gathering information from claimants; files and processes completed forms; monitors actions, HR filings, and audits through completion; responds to basic HR requests, questions, and data issues; responds to records requests; provides basic interpretation of HR policies, procedures, programs, and regulations.
- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; reviews relevant written documentation; makes requests for clarification and additional information; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.
- 15% +/- 5%
- Generates HR data reports to assists with the evaluation of various HR programs and achievement of HR strategic goals.

## Human Resources Associate

15% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; provides front desk support as necessary.

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

- Associates degree in business administration, human resources, or related field with one (1) year of administrative or general business 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.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.

## Human Resources Associate

- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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.*

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053692	Senior Human Resources Associate	Human Resources	Non-Exempt	6A

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

<b>Rationale:</b>	This is a new classification requested by the department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	---

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

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

<b>Fiscal Impact:</b>	PG 6A \$38,625.60 - \$54,100.80 Step Placement TBD by Human Resources
-----------------------	--

<b>Staffing Implications:</b>	Position to be filled once classification is active.
-------------------------------	--

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Rhonda Caldwell, Compensation Manager	8/1/2018	Email	Review of Draft
Kelli Neale, HR	8/1/2018	Email	Copied on Communications
Douglas Dykes, Chief Talent Officer	8/1/2018	Email	Copied on Communications

Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation
---------------------------------------	-----------	-------	----------------------

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Human Resources Associate	<b>Class Number:</b>	1053692
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to provide administrative support for day-to-day operations of the County’s Human Resources Department and perform more complex HR related tasks such as the initial review and research of information, producing basic reports and memos, and reviewing the work of lower level HR Associates.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for providing administrative support for day-to-day operations of the County’s Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, and data entry and maintenance. This classification works under supervision and within a framework of policies, procedures, and regulations. The Senior HR Associate is distinguished from the HR Associate in that it works with a greater degree of independence on simple to moderately complex HR tasks and is expected to use a greater level of 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.**

- 20% +/- 10%
- Completes simple to more complex tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
  
- 20% +/- 10%
- Gathers, tracks, and performs initial evaluation of information related to various HR actions; gathers information from claimants; researches information required to complete forms, paperwork, and filings; files and processes completed forms; monitors claims, HR filings, and audits through completion; responds to basic through moderately complex HR requests, questions, and data issues; responds to records requests; provides interpretation of HR policies, procedures, programs, and regulations.
  
- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; write summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.
  
- 15% +/- 5%
- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various spreadsheets to support the day-to-day work of more senior HR professionals; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

## Senior Human Resources Associate

10% +/- 5%

- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Provides informal review of work and basic training to HR Associates; initially reviews work; identifies and recommends improvements; provides training on various County policies and regulations and HR processes; reviews adherence to department's procedures.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

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

- Associates degree in business administration, human resources, or related field with three (3) years of administrative or general business experience including two (2) years in Human Resources; 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.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.

## Senior Human Resources Associate

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1071262</b>	<b>Forensic Scientist 2 – Trace Evidence</b>	<b>Medical Examiner's Office</b>	<b>Exempt</b>	<b>11A</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1071262</b>	<b>Forensic Scientist 2 – Trace Evidence</b>	<b>Medical Examiner's Office</b>	<b>Exempt</b>	<b>11A</b>

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

<b>Rationale:</b>	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
-------------------	---

<b>No. of Employees Affected:</b>	2
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Medical Examiner's Office
---------------------------	---------------------------

<b>Fiscal Impact:</b>	PG 11: \$53,372.80 – \$74,796.80 None. No change
-----------------------	---

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

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Rhonda Caldwell, Compensation Manager	3/27/2018	Email	Copied on Communications
Kelli Neale, HR	3/27/2018	Email	Copied on Communications
	7/31/2018	Email	Copied on Communications
Curtiss Jones, Trace Evidence Supervisor	3/27/2018	Email	Review of Draft
	4/4/2018	Email	Reminder for Additional Information
	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
	9/4/2018	Email	Confirmation of Drafts
Hugh Shannon, Administrator	3/27/2018	Email	Review of Draft
	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
Harmeet Kaur, ID/QA/QC Manager	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
Thomas Gilson, Medical Examiner	3/27/2018	Email	Review of Draft
	7/31/2018	Email	Review of 2 <sup>nd</sup> Draft
Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Trace Evidence	<b>Class Number:</b>	1071262
<b>FLSA:</b>	TBD	<b>Pay Grade:</b>	TBD
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to recognize, collect, and analyze trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

## Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

## 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%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, physical matching, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 15% +/- 10%
- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 10%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 10%
- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

## Forensic Scientist 2 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed; testifies in court of law as an expert witness.

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

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

### Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### Mathematical Ability

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

#### 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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.

## **Forensic Scientist 2 – Trace Evidence**

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare proficiency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, 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 review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

## **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

*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
1053711	Human Resource Analyst	Human Resources	Exempt	9A

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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053711	Human Resources Generalist	Human Resources	Exempt	9A

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

<b>Rationale:</b>	Revisions requested by HR Department. The classification name changed from HR Analyst to HR Generalist. The distinguishing characteristics and essential job functions have been updated to better reflect current and future duties.
-------------------	---

<b>No. of Employees Affected:</b>	9
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Medical Examiner's Office, Information Technology, and Public Works
---------------------------	---

<b>Fiscal Impact:</b>	PG 9: \$47,507.20 – \$66,476.80
-----------------------	---------------------------------

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

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Dan Krantz, HR Intern	8/3/2018	Email	Classification Revision Request

Michael Brown, HR Manager	8/9/2018	Email	Final Draft Review
Hadiya Butler, HR Manager	8/9/2018	Email	Final Draft Review
Michael Brown, HR Manager	8/9/2018	Email	Final Draft Review
Kelli Neale, HR	8/9/2018	Email	Copied on Communications
Rhonda Caldwell, Compensation Manager	8/9/2018	Email	Copied on Communications
Douglas Dykes, Chief Talent Officer	8/9/2018	Email	Copied on Communications
Jim Battigaglia	8/20/2018	Email	Pay Grade Evaluation Request

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Generalist	<b>Class Number:</b>	1053711
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and 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%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; responds to HR concerns, requests, and complaints; addresses and makes determinations on Family Medical Leave Act (FMLA) requests and other employee actions; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management.
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.
- 10% +/- 5%
- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to exiting job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.
- 10% +/- 5%
- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.



## Human Resources Generalist

10% +/- 5%

- Works collaboratively Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas.

10% +/- 5%

- Coordinates and reviews the work of lower level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development.

5% +/- 2%

- Utilizes Enterprise Resource Planning (ERP) system to update employee pay rates and compensation structure information including, but not limited to, salary ranges, job and position information, and manager structure; produces ongoing reporting from ERP system of various compensation trend analysis and provides to management; produces various standard and ad hoc reports.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; represents the HR department and assigned agencies at various related activities and meetings; initiates FMLA requests; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

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

- Bachelor's degree in Human Resources, Business Administration, or related field and three (3) years of human resources experience.
- Valid Ohio driver license and proof of automobile insurance.

### **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, 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.

## Human Resources Generalist

- Ability to comprehend a variety of informational documents including organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and 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
1053511	Purchasing Agent	All Departments	Non-Exempt	7
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053611	Purchasing Agent	OPD	Exempt	8

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

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. 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. The pay grade has increased from PG 7 to PG 8 and the FLSA status changed from Non-Exempt to Exempt. The Class Number was also updated to be consistent with changes to the series.
-------------------	--

<b>No. of Employees Affected:</b>	7
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Office of Procurement and Diversity
---------------------------	-------------------------------------

<b>Fiscal Impact:</b>	PG 7: \$41,583.36 – \$58,237.92 PG 8: \$44,532.38 – \$62,332.61 Step Placement TBD by Human Resources
-----------------------	---

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

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Richard Opre, Senior Purchasing Admin	3/22/2018	Email	Questions Regarding Qualifications
	4/2/2018	Email	Reminder
	6/7/2018	Email	Discussion Regarding Senior Purchasing Agent
	6/25/2018	Email	Review of Draft
	7/10/2018	Email	Clarification
	7/23/2018	Email	Reply to Questions
Lenora Lockett,	6/7/2018	Email	Discussion Regarding Senior Purchasing Agent
	6/25/2018	Email	Review of Draft
	7/10/2018	Email	Clarification
	7/23/2018	Email	Reply to Questions
Kelli Neale, HR	6/7/2018	Email	Discussion Regarding Senior Purchasing Agent
	6/25/2018	Email	Copied on Communications
	6/25/2018	Email	Discussion Regarding Min Quas
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation
	8/29/2018	Phone Call	Discussion Regarding Pay Grades

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Purchasing Agent	<b>Class Number:</b>	1053611
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Office of Procurement and Diversity		

**Classification Function**

The purpose of this classification is to procure equipment, supplies, materials, and services for the County, to prepare and review procurement documentation for specifications, and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

**Distinguishing Characteristics**

This is an entry-level classification that works under the general supervision of the Purchasing Manager and is responsible for performing a range of purchasing activities to procure equipment, supplies, materials, and services for County departments. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that 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.**

60% +/- 10%

- Procures routine equipment, products, and services for County departments; processes state contract purchases, sole source purchases, field buyer requisitions, and legal advertisements; reviews assigned departments' requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; reviews and updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and tracks procurement activities; utilizes various purchasing software to perform required duties.

10% +/- 5%

- Maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; solicits quotes from vendors; confers with vendors regarding bid specifications, requirements, and procedures; confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; resolves issues/problems between County agency and vendors.

10% +/- 5%

## **Purchasing Agent**

- Coordinates with assigned departments regarding procurement needs; provides training to department contacts on purchasing policies, procedures, and software; assists buyers, staff, and County departments with procedural issues, software issues, system inquiries, vendor complaints, and general information; writes routine directives, instructions or correspondence concerning purchasing activities.

10% +/- 5%

- May perform duties to manage programs including p-card program and surplus property program; monitors and tracks transactions and account activities; approves and authorizes payments; processes procurement cards; monitors and maintains inventory accounts; ensures databases are up to date; prepares related reports and documentation.

10% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; attends OPD buyer meetings; assists with the update and maintenance of purchasing policies and procedures; monitors funds availability; requests legal opinions for bid and contract submissions as necessary.

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

Associates degree in business administration or related field with one (1) year of purchasing 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, calculate decimals, ratios, and percentages and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statues and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings,

## **Purchasing Agent**

correspondence, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, justification requests and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to use procurement and agenda software.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, and vendors.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
------------------------	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053511	Purchasing Analyst	OPD	Exempt	10A

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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053612	Purchasing Analyst	MEO, IT and Public Works	Exempt	10A

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

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. The essential job functions and education requirements 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. The departments changed from Office of Procurement and Diversity to Medical Examiner’s Office, IT, and Public Works. The Class Number was also updated to be consistent with changes to the series.
-------------------	---

<b>No. of Employees Affected:</b>	3
-----------------------------------	---

<b>Dept.(s) Affected:</b>	Medical Examiner’s Office, Information Technology, and Public Works
---------------------------	---

<b>Fiscal Impact:</b>	PG 10: \$50,481.60 – \$70,657.60
-----------------------	----------------------------------

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

<b>PRC Contact(s):</b>	Verona Blonde, 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>
Michael Chambers, Fiscal Officer	3/22/2018	Email	Questions Regarding Minimum Qualifications
Jeanelle Greene, Business Services Manager	3/22/2018	Email	Questions Regarding Minimum Qualifications
	4/2/2018 4/2/2018	Email Email	Reminder Clarification
Emily McNeeley, IT General Counsel	12/6/2017	Email	Reminder for CPQ
	3/22/2018	Email	Questions Regarding Minimum Qualifications
Thomas Pavich, Fiscal Officer	12/6/2017	Email	Reminder for CPQ
Hugh Shannon, MEO Administrator	3/22/2018	Email	Questions Regarding Minimum Qualifications
	4/2/2018	Email	Reminder
Kelli Neale, HR	3/22/2018	Email	Questions Regarding Minimum Qualifications
	6/25/2018	Email	Discussion Regarding Min Quals
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation
	8/29/2018	Phone Call	Discussion Regarding Pay Grades

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Purchasing Analyst	<b>Class Number:</b>	1053612
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Medical Examiner's Office, Information Technology, Public Works		

**Classification Function**

The purpose of this classification is to plan and coordinate procurement and contracting activities for a County Department and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

**Distinguishing Characteristics**

This is a journey-level classification that is responsible for coordinating, planning, and evaluating procurement and contracting activities for an assigned County Department. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class is distinguished from the lower level by an increased level of financial accountability and planning responsibility as well as procurement of more specialized or highly technical products.

**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.**

- 60% +/- 10%
- Coordinates, plans, and evaluates procurement and contracting activities for assigned County Department (Department of Public Works, Medical Examiner's Office, or Department of Information Technology); procures technical and non-technical equipment, supplies, materials, and services for assigned department; creates and/or reviews assigned department's requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; prepares, reviews, and/or updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and track procurement activities; utilizes various purchasing software to perform required duties.

- 15% +/- 5%
- Coordinates vendor selection and activities for assigned department; maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; solicits quotes from vendors; confers with vendors regarding bid specifications, requirements, and procedures; negotiates terms and conditions with vendors;

## **Purchasing Agent**

confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; coordinates delivery of goods and services with vendors and department staff; resolves issues/problems between County agency and vendors.

15% +/- 10%

- Coordinates with assigned department regarding procurement needs; provides updates on status of current projects; provides training to department on purchasing policies, procedures, and software; assists buyers, staff, and County department with procedural issues, software issues, system inquiries, vendor complaints, and general information; provides briefing materials and reports detailing procurement options; writes routine directives, instructions, or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing; assists other County departments with contracting and purchasing goods and services funded through various projects administered through assigned department.

5% +/- 2%

- Performs basic accounting functions related to procurement; verifies receipt of goods and services and processes invoices and vouchers for payment; confirms payments and records and files payment documentation; reconciles cash, checks, money orders, and credit card transactions; generates revenue report summaries; prepares deposits and revenue receipts; submits required paperwork to Auditor's Office.

5% +/- 2%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; conducts research on purchasing and inventory inquiries for department; coordinates and assists with the update and maintenance of purchasing and contracting policies and procedures; coordinates with Law Department and OPD to write contracts, agreements, amendments, and justifications; analyzes purchasing history and plots trends; monitors agency's general supply room inventory.

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

Associates degree in business administration or related field with three (3) years of purchasing 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, calculate decimals, ratios, and percentages and perform routine statistics.

## **Purchasing Agent**

### **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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings, correspondence, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, justification requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting, legal, and basic information technology/medical/engineering (depending on department) terminology and language.
- Ability to use procurement and agenda software.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053515	Purchasing Manager	OPD	Exempt	15A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053613	Purchasing Manager	OPD	Exempt	15A

**Requested By:** Personnel Review Commission

**Rationale:** PRC routine maintenance. The Classification Number was updated to be consistent with changes to the series.

**No. of Employees Affected:** 1

**Dept.(s) Affected:** Office of Procurement and Diversity

**Fiscal Impact:** None

**Staffing Implications:** None

**PRC Contact(s):** Verona Blonde, 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>
No Contacts Made	NA	NA	NA

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Purchasing Manager	<b>Class Number:</b>	1053613
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Office of Procurement and Diversity		

**Classification Function**

The purpose of this classification is to manage and supervise the operations, process and personnel of the County purchasing department within the Office of Procurement and Diversity (OPD) in accordance with County Code requirements.

**Distinguishing Characteristics**

This is a management classification with responsibility for planning, directing and controlling the County purchasing department within the Office of Procurement and Diversity under general direction. This class requires the solution of operational, technical, administrative and management problems related to purchasing. The employee is expected meet, consult and collaborate with the Director of Procurement and Diversity and other department directors/management 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%
- Manages the operations of County’s purchasing division (e.g.- reviews all purchase awards for compliance with statutory policy, and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in NOVUS, OnBase, and BuySpeed; creates purchase reports; reviews all requisitions prior to being assigned to buyers; solves purchasing related problems, questions, and concerns with departments, vendors, manufacturers, etc.; keeps apprised of the purchasing marketplace and any applicable laws that affect government purchasing).
- 25% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 25% +/- 10%
- Administrates and maintains BuySpeed Procurement Database (e.g. – approves paths and document uploads; authorizes new staff level of authority within BuySpeed; establishes approval paths for purchases up to \$1,000,000.00; researches and resolves technical issues; processes contract with software vendor).
- 10% +/- 5%
- Attends and serves as alternate voting member of County Board of Control and County Contracts and purchasing Board.

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

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

Bachelor's degree in Business Administration, Public Administration or a related field with ten (10) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **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 computers 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 and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis of patterns and trends in purchasing.
- Ability to comprehend a variety of informational documents including departmental budget reports, Purchase Order Approval reports, time-sheets, and Ohio DAS reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County Personnel Policies and Procedures Manual, Office of Procurement and diversity policy

and procedures, Ohio Revised Code, County Code, BuySpeed Database Manuals, and procurement training guides.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and understand purchasing, engineering/construction, legal, medical, accounting, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

*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.*