



## Cuyahoga County Personnel Review Commission Eligibility List

**Classification:** Program Officer 1  
**Appointing Authority:** Workforce Development  
**Examination Date(s):** October 18, 2018  
**Date List Established:** October 24, 2018  
**Date List Expires:** October 23, 2019  
**Status:** Competitive  
**Examination Maximum Score:** 52 Points  
**Examination Passing Score:** 39 Points

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
1.	Wilson	Charnese	46
2.	Lukacevic	Robert	39



## CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

### Program Officer 1

Workforce Development

Location: 1910 Carnegie Ave.  
Cleveland, OH 44115

Salary: \$38,625.60 - \$44,137.60

Hourly Rate: \$18.57 - \$21.22

Pay Range: 6

Reports to:

Hours: 8:30 AM - 4:30 PM

Monday – Friday

This position is subject to civil service examination. Exam information will be sent to qualified applicants at a later date. All communications about testing will be made via email, using the email address on your online profile. You must monitor your email account for notifications sent from [PRCEmploymentTesting@cuyahogacounty.us](mailto:PRCEmploymentTesting@cuyahogacounty.us).

**REQUIREMENTS:** Bachelor's degree in business administration or related field with five months of research and analysis experience; or any equivalent combination of training and experience.

**RESPONSIBILITIES:** Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement (e.g.- researches background information to understand current practices and related issues; researches customer, client or citizen complaints; conducts program needs analysis; compiles results of research data and identifies areas of program inadequacy; researches and conducts surveys to determine best practices). Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures (e.g.- analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation). Performs administrative tasks in connection with above functions and tasks (e.g.- attends meetings and seminars related to program issues; maintains related documentation and records; prepares correspondence and reports).

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

### **Applications must be received by 4:30 pm, August 12, 2018**

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

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

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

**Visit our website: [www.cuyahogacounty.us](http://www.cuyahogacounty.us)**

Posted: 08/02/2018