



Cuyahoga County Personnel Review Commission Eligibility List

Classification: Social Program Administrator 4
Appointing Authority: Children and Family Services
Date List Established: February 4, 2019
Date List Expires: August 3, 2019
Status: Noncompetitive

<u>Last Name</u>	<u>First Name</u>
Abdullah	Anju
Allen	Tiffany
Balanson	Rachael
Belcher	Robin
Betts	Marquetese
Bloom	Jeffrey
Callender	Gina
Chimo	Mark
Cross	Christine
Donze	Alison
Dunton	Carla
Eichelberger	Lisa
Ezepue	Ifeoma
Frame	Jennifer
Froning	Chelsie
Frost	Jonevette
Greathouse	Stanya
Greenwell	Steven
Groomes	Michaeline
Hamilton	Angelina
Harper	Shondra
Harvey	Valerie
Hawkins	Ashombia
Hofstetter	Christian
Houchins	Freda
Jackson	Renee
Jones	Rochelle
Knighton	Tanisha
Mason	Jameela

<u>Last Name</u>	<u>First Name</u>
Meznarich	Christine
Miller	Matthew
Miller	Renee
Minich	Tonya
Newell	Christopher
Okaro-Anoliefo	Uche
Parks	Lara
Plasco	Aaron
Robinson	Michael
Sims	Amanda
Smith	James
Sturman	Paul
Taylor	Laquitea
Terrell	Gayle
Thomas	Anthony
Thornton	Malinda
Thornton-Millsape	Stacey
Torbert	Linda
Walker	Shaunquitta
White	Katlyn
Williams	Carmen
Wright	Steven

Social Program Administrator 4(Job Id 27)

Location: US:OH:Cleveland

Post Date: 01/11/2019

Employment Type: Executive

Close Date: 01/25/2019

Salary: 72,643.58-80,939.04 _ USD

Description

Department: Health and Human Services

Anticipated Work Schedule: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Reports To: Deputy Director

Full Time or Part Time: Full time

Regular or Temporary: Regular

Bargaining Unit: n/a

Classified or Unclassified: Classified

FLSA: Exempt

Summary

Essential Job Functions

Manages multiple

social programs in a department with less than 500 employees (e.g.- develops and implements policies and procedures; monitors compliance of social programs with federal and state regulations governing program areas; provides interpretation, clarification of applicable regulations, policy and procedures monitors programs' grant compliance; oversees program budgets and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program; provides technical advice and consultative services to community advocates, providers, other County public and private agencies, legislators, other division administrators). Supervises lower-level social program administrators or senior level supervisors (e.g.- manages subordinate personnel; assigns, reviews, monitors and evaluates subordinate staff; reviews and approves employee leave requests; makes recommendations and gives approval in personnel actions relating to staff selections, transfers, removals and hiring).

Serves as a staff specialist for the specific department director regarding large scale departmental operations and analysis. Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Requirements

Bachelor's degree in social work with six years of social work experience; or any equivalent combination of training and experience.

Additional Preferred Requirements: Bachelor's degree in public administration, Analytical skills and a basic knowledge of statistics.

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.