



# Cuyahoga County Personnel Review Commission Eligibility List

**Classification:** Social Program Administrator 4  
**Appointing Authority:** Job and Family Services  
**Date List Established:** May 1, 2019  
**Date List Expires:** October 31, 2019  
**Status:** Noncompetitive

<u>Last Name</u>	<u>First Name</u>
Abdullah	Anju
Belcher	Robin
Betts	Marquetese
Black	Jennifer
Bloom	Jeffrey
Brewer	Darnell
Buchheit	Tracy
Chimo	Mark
Cortes	Marcos
Cross	Christine
Curry	Faye
Dupree	Siobhan
Fawver	Erin
Frech	Christopher
Harper	Shondra
Harvey	Valerie
Hawkins	Ashombia
Jawhari	Raya
Jones	Rochelle
Lippmann	Karen
Mason	Jameela
Meznarich	Christine
Paulk	Suzanne
Reilly	Aimee
Robinson	Michael
Rogers	Lekisha
Sharaba	Anthony
Sturman	Paul
Terrell	Gayle

**Last Name**

Thornton

Ward

Williams

**First Name**

Malinda

Samantha

Kelly

---

# Social Program Administrator 4(Job Id 101)

**Location:** US:OH:Cleveland

**Category:** Community  
Outreach and Social  
Services

**Employment Type:** Executive

**Post Date:** 04/08/2019

**Close Date:** 04/22/2019

**Salary:** 34.92-41.90 USD

## Description

**Department:** Cuyahoga Job and Family Services / Office of Child Support Services

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

**Reports To:** Director

**Full Time or Part Time:** Full time

**Regular or Temporary:** Regular

**Bargaining Unit:**

**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

continued...

---

degree in public administration, Analytical skills and a basic knowledge of statistics

#### **Application Process**

**The is a non-competitive,**

**classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum requirements. If you do, the PRC will put your name on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list. 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.