



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE
MEETING
TUESDAY, APRIL 2, 2013
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
10:00 AM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT RELATED TO THE AGENDA

4. APPROVAL OF MINUTES FROM THE MARCH 19, 2013 MEETING

5. MATTERS REFERRED TO COMMITTEE

a) M2013-0012: A Motion confirming the County Executive's appointment of various individuals to serve on the Group Plan Commission, and declaring the necessity that this Motion become immediately effective:

- 1) David E. Gilbert
- 2) Christopher S. Ronayne
- 3) Robyn Minter Smyers
- 4) Jeffrey R. Appelbaum

b) O2013-0008: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

*In accordance with Ordinance No. O2011-0020, as amended, complimentary parking in the Huntington Park Garage will be available for the public on any day when the Council or any of its committees holds meetings. Please see the Clerk to obtain a parking pass.



MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

MEETING

TUESDAY, MARCH 19, 2013

CUYAHOGA COUNTY JUSTICE CENTER

COUNCIL CHAMBERS – 1ST FLOOR

10:00 AM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 10:20 a.m.

2. ROLL CALL

Ms. Conwell asked Deputy Clerk Muller to call the roll. Committee members Conwell, Gallagher, Germana and Simon were in attendance and a quorum was determined. Committee member Rogers entered the meeting shortly after the roll call was taken.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments related to the agenda were given.

4. APPROVAL OF MINUTES FROM THE MARCH 5, 2013 MEETING

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to approve the minutes of the March 5, 2013 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) M2013-0007: A Motion appointing Tracy A. Jemison II to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Mr. Jim Boyle, Special Assistant to County Executive FitzGerald, and Mr. Kahlil Seren, Research and Policy Analyst, addressed the Committee regarding Motion No. M2013-0007. Discussion ensued.

Mr. Tracy Jemison addressed the Committee regarding his nomination to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees. Discussion ensued.

Committee members asked questions of Mr. Jemison pertaining to his experience, expertise and qualifications for the position, which he answered accordingly.

On a motion by Mr. Germana with a second by Mr. Gallagher, Motion No. M2013-0007 was considered and approved by unanimous vote to be referred to the full Council with a recommendation for passage under second reading suspension of rules.

b) M2013-0008: A Motion confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Public Library Board of Trustees, and declaring the necessity that this Motion become immediately effective:

- 1) Patricia Shlonsky
- 2) Edward Blakemore

Mr. Boyle addressed the Committee regarding Motion No. M2013-0008. Discussion ensued.

Ms. Patricia Shlonsky and Mr. Edward Blakemore addressed the Committee regarding their nominations to serve on the Cuyahoga County Public Library Board of Trustees. Discussion ensued.

Committee members asked questions of Ms. Shlonsky and Mr. Blakemore pertaining to their experience, expertise and qualifications for the position, which they answered accordingly.

On a motion by Mr. Germana with a second by Mr. Rogers, Motion No. M2013-0008 was considered and approved by unanimous vote to be referred to the full Council with a recommendation for passage under second reading suspension of rules.

Mr. Germana requested to have his name added as a co-sponsor to Motion No. M2013-0008.

c) M2013-0012: A Motion confirming the County Executive's appointment of various individuals to serve on the Group Plan Commission, and declaring the necessity that this Motion become immediately effective:

- 1) David E. Gilbert
- 2) Christopher S. Ronayne
- 3) Robyn Minter Smyers
- 4) Jeffrey R. Appelbaum

Ms. Robyn Minter Smyers addressed the Committee regarding her nomination to serve on the Group Plan Commission. Discussion ensued.

Committee members asked questions of Ms. Smyers pertaining to her experience, expertise and qualifications for the position, which she answered accordingly.

All other nominees to the Group Plan Commission will be in attendance at the Tuesday, April 2nd meeting of the Human Resources, Appointments & Equity Committee.

No legislative action was taken on Motion No. M2013-0012 at this time.

- d) O2013-0003: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.

Ms. Elise Hara, Director of Human Resources, addressed the Committee regarding Ordinance No. O2013-0003. Discussion ensued.

Committee members asked questions of Ms. Hara pertaining to the item, which she answered accordingly.

No legislative action was taken on Ordinance No. O2013-0003 at this time.

6. MISCELLANEOUS BUSINESS

- a) Discussion regarding the appointment of a Hearing Officer for the Board of Revision

Ms. Conwell reported that Mr. Doug Cooper had resigned from his position as a Hearing Officer for the Board of Revision. The Department of Human Resources advised Council that it may rely on the process used to hire a previous candidate for selection of a new Hearing Officer to replace Mr. Cooper.

7. OTHER PUBLIC COMMENT

No other public comments were given.

8. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 12:02 a.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0012

Sponsored by: Councilmembers Connally and Conwell

A Motion confirming the County Executive's appointment of various individuals to serve on the Group Plan Commission, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Group Plan Commission is a non-profit corporation formed with the purpose to transform the Mall area of downtown Cleveland; and,

WHEREAS, the Group Plan Commission is comprised of eleven members. Four members are appointed by Cuyahoga County, four are appointed by the City of Cleveland, one is appointed by the Greater Cleveland Partnership, one is appointed by MMPI (or its successor organization), and one is appointed by the Richard E. Jacobs Group, Inc.; and,

WHEREAS, members of the Group Plan Commission shall be appointed to serve a four year term; and,

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and,

WHEREAS, the County Executive has nominated the following individuals for appointment to the Group Plan Commission:

- 1) David E. Gilbert
- 2) Christopher S. Ronayne
- 3) Robyn Minter Smyers
- 4) Jeffrey R. Appelbaum; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

NOW, THEREFORE, BE IT APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment the following individuals for appointment to the Group Plan Commission, and to serve on the Group Plan Commission for a term of four years, to commence upon confirmation and end four years thereafter:

- 1) David E. Gilbert
- 2) Christopher S. Ronayne
- 3) Robyn Minter Smyers
- 4) Jeffrey R. Appelbaum

SECTION 2. It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 12, 2013

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 2013

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0008

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission	An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, the Human Resource Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on January 23, 2013, the Human Resource Commission met and recommended the classification changes (attached hereto as Exhibits A through S), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Deletion of the following Classifications:

- | | | |
|------------|--------------|---|
| Exhibit A: | Class Title: | <i>Assistant Airport Manager</i> |
| | Number: | 1042321 |
| | Pay Grade: | 13 |
| Exhibit B: | Class Title: | <i>Building & Grounds Superintendent</i> |
| | Number: | 1042114 |
| | Pay Grade: | 9 |
| Exhibit C: | Class Title: | <i>Community & Economic Development Manager</i> |
| | Number: | 1055241 |
| | Pay Grade: | 15 |
| Exhibit D: | Class Title: | <i>Facility Services Manager</i> |
| | Number: | 1042161 |
| | Pay Grade: | 17 |
| Exhibit E: | Class Title: | <i>Hazardous Materials Supervisor</i> |
| | Number: | 1062421 |
| | Pay Grade: | 10 |
| Exhibit F: | Class Title: | <i>Juvenile Justice Center Building Project Manager</i> |
| | Number: | 1042181 |
| | Pay Grade: | 17 |
| Exhibit G: | Class Title: | <i>Personnel Administrator 1</i> |
| | Number: | 1053631 |
| | Pay Grade: | 12 |
| Exhibit H: | Class Title: | <i>Personnel Administrator 2</i> |
| | Number: | 1053632 |
| | Pay Grade: | 13 |
| Exhibit I: | Class Title: | <i>Personnel Administrator 3</i> |
| | Number: | 1053633 |
| | Pay Grade: | 14 |

- Exhibit J: Class Title: *Personnel Manager*
Number: 1053634
Pay Grade: 15
- Exhibit K: Class Title: *Personnel Officer*
Number: 1053621
Pay Grade: 6
- Exhibit L: Class Title: *Personnel Technician*
Number: 1053611
Pay Grade: 4
- Exhibit M: Class Title: *Program Officer Manager*
Number: 1052416
Pay Grade: 17
- Exhibit N: Class Title: *Risk & Compliance Manager*
Number: 1055363
Pay Grade: 15
- Exhibit O: Class Title: *Security Camera Coordinator*
Number: 1024101
Pay Grade: 2
- Exhibit P: Class Title: *Senior Family Services Supervisor*
Number: 1014212
Pay Grade: 7
- Exhibit Q: Class Title: *Senior Personnel Officer*
Number: 1053622
Pay Grade: 8
- Exhibit R: Class Title: *Senior Risk Analyst*
Number: 1055362
Pay Grade: 9
- Exhibit S: Class Title: *Training Assistant*
Number: 1053641
Pay Grade: 4

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through

signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2013

Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: March 12, 2013

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Airport Manager	Class Number:	1042321
		Pay Grade:	13

Departments:	Development, only
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Classification Function

The purpose of this classification is to assist the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal 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.

- Assists the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations (e.g. – assists in developing strategic, facilities, business, financial, noise mitigation, and environmental plans; completes directives of the airport manager involving day-to-day operations of the Airport; assists in the enforcement of operating rules and regulations; promotes and maintains safety in airport services and operations; responds to public and tenant concerns; assists in Airport marketing tasks involving Airport improvements, Airport properties and leases (real estate and buildings) and other revenue-enhancement initiatives; prepares and reviews statistical reports; assists in the development and implementation of compliance strategies regarding rules and regulations of the Federal Aviation Administration and Transportation Security Administration (FAA), as applicable; prepares grant-in-aid applications and reimbursement claims for financial assistance from the FAA and other applicable agencies).
- Supervises field employees assigned to County Airport (e.g. - supervises inventory controls; assigns, reviews, plans and coordinates work; provides job training and instruction; oversees time keeping policies and procedures; approves employee leave requests; monitors employee leave accruals and balances; recommends and implements related personnel policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Supervises field operations (e.g. – conducts Airport rescue and fire fighting services; conducts snow and ice removal; conducts wildlife management; conduct Airport security; conducts Airport field inspections; conducts emergency response; investigates noise complaints).
- Prepares and maintains budgetary reports and records (e.g. - prepares financial and statistical records; assists in the preparation of the annual Airport Division operating budget and the Airport Capital Improvement Program or related programs; reports the status of airport finances).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or related field with five years of airport operations and/or administration experience including two years in a supervisory capacity; 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

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Revised November 17, 2004

Revised August 29, 2008

- Ability to operate a variety of automated office machines including typewriter and adding machine.
- Ability to operate a variety of motorized vehicles and equipment including a fire truck, tractor, dump truck, broom truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, and refractometer.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including security reports, time sheets, vehicle maintenance reports, meter readings, inspection reports, operations manuals, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FAA Advisory Circulars, union contract, accounting manuals and personnel policy manuals.
- Ability to prepare purchase orders, billing statements, vehicle maintenance reports, financial statements, lease agreements, correspondence, memos, 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, 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 aviation, engineering, mechanical and accounting terminology and language.
- Ability to communicate effectively with airport manager, subordinates, FAA personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building & Grounds Superintendent	Class Number:	1042114
		Pay Grade:	9

Departments:	Development, only
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Classification Function

The purpose of this classification is to coordinate building, grounds and vehicle maintenance for a County Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates building, grounds and vehicle maintenance for a County Department (e.g.-schedules current work assignments and prepares schedules; tracks work that is underway; plans future work; assures availability of proper equipment for all jobs; coordinates outside contracts; instructs and reviews building maintenance personnel duties; makes recommendations regarding hiring, discipline, and discharge; oversees and performs maintenance on County vehicles; prepares reports concerning necessary maintenance).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes maintenance workers to ensure that proper safety precautions are followed). Coordinates disaster preparedness for building(s).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in building trades with five years of building and grounds maintenance experience including two years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

Applicable building trades certifications required and Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized equipment including tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools and plumber's tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare payroll documents, attendance records, 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 electrical and mechanical repair terminology and language.
- Ability to communicate with Director, County employees, other tradespeople and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Community & Economic Development Manager	Class Number:	1055241
		Pay Grade:	15

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage the County's community development, economic development, and brownfield redevelopment programs. Create vision and appraise projects and programs in terms of economic development potential, community impact, financial feasibility and marketability.

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.

- Manages the County's community development, economic development, and brownfield development programs (e.g.- meets with director to coordinate and develop division goals, operations, direction, activities and policies; manages and directs multiple community development, economic development and brownfield redevelopment programs and activities; researches, analyzes, and evaluates existing operations, systems, policies and procedures to identify areas for improvement and enhancement; interacts with private development clients and consultants; implements programs which lend and grant money to private, non-profit and public entities).
- Supervises analysts and support staff (e.g.- assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline; reviews and approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community development, economic development and brownfield redevelopment programs).
- Performs related administrative duties (e.g.- prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business administration with three years of experience with community development, economic development or brownfield redevelopment programs; or any equivalent combination of training and experience.

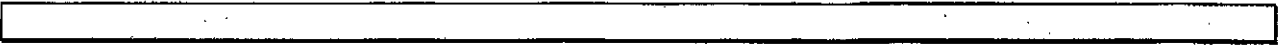
Additional Requirements

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 personal computer, typewriter, adding machine, calculator and copier.



Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bi-weekly reports, U.S. EPA Quarterly Reports, Clean Ohio Fund Quarterly Reports, tax statements, financial statements, financial projections, appraisals and studies, architectural drawings, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles texts, census data, construction methods books, CDBG regulations, the Ohio Revised Code and Federal Register.
- Ability to prepare requests for Board actions, performance appraisals, annual reports, Clean Ohio Fund Reports, U.S. EPA reports, loan analysis, tax abatement reports, grant applications, budgets, correspondence, project descriptions and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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, engineering, real estate, accounting and marketing terminology and language.
- Ability to communicate with Director, elected officials, municipal employees, attorneys, developers, accountants, bank officers, lobbyists, external organizations, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Facility Services Manager	Class Number:	1042161
		Pay Grade:	17

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the custodial maintenance program, building trades, capital projects and engineering services.

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.

- Manages, plans and coordinates all custodial maintenance, construction projects, and engineering services (e.g.- prepares annual budget; determines staffing needs for custodial maintenance; oversees custodial programs for customer satisfaction and compliance; monitors completion of work orders; coordinates and schedules maintenance and construction work with affected County office(s); visits construction project sites to inspect work).
- Supervises building trades employees (e.g.- recommends hiring; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; recommends discipline and selection).
- Oversees all contracted services relating to construction projects and maintenance (e.g.- prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work).
- Performs related administrative responsibilities (e.g.- approves purchases within budgetary guidelines; responds to written and verbal inquiries and complaints; maintains related records).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in management studies with six years of construction/maintenance experience including three years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

No additional 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 personal computer, calculator, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including production reports, work-orders, union contracts, invoices, payroll documents, employee leave requests, mechanical drawings, electrical diagrams, blueprints, technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare maintenance reports, construction progress reports, building safety reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hazardous Materials Supervisor	Class Number:	1062421
		Pay Grade:	10

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to plan and administer the County's hazardous materials program and to supervise environmental specialists.

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.

- Performs administrative and planning duties related to the County's overall emergency management program including the hazardous materials program (e.g.- directs the annual update of the Comprehensive Plan for Response to Hazardous Materials Incidents; receives and responds to notifications of emergency releases of hazardous Materials; coordinates the development of annual emergency exercises involving hazardous materials; provides staff research, documentation and recommendations regarding environmental affairs; directs compliance and enforcement programs for facilities subject to environmental regulations; provides on-call incident command service for the County's Emergency Operations Center during major emergency incidents).
- Supervises environmental specialists (e.g. - plans, coordinates, assigns and reviews work; provides job training and instruction; responds to employee problems; evaluates performance; recommends disciplinary action when appropriate).
- Manages the administrative functions of the Local Emergency Planning Committee (LEPC) (e.g.- schedules meetings, prepares grant proposals; records minutes of meetings; prepares meeting agendas; recommends policies, resolutions and long term planning goals; provides staff direction and support for the committee and its sub-committees; manages and performs public outreach activities).
- Functions as County's liaison with various organizations and individuals including State Emergency Response Commission (SERC), Ohio EPA, Ohio EMA, emergency responders and elected officials from communities (e.g. - responds to questions; assists with problem resolution; receives and documents information).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science, emergency management or related field and three years of hazardous materials experience; or any equivalent combination of training and experience.

Additional Requirements

Requires OSHA's Hazardous Materials certification.

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

- Ability to operate a variety of automated office machines including personal computer, printer, adding machine, typewriter, and copier.
- Ability to operate audio-visual equipment including overhead projector, slide projector and VCR.
- Ability to operate communications equipment including cellular phone and two-way radios.
- Ability to operate a motor vehicle.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, payroll records, employee performance evaluations, employee leave requests, invoices/vouchers, hazardous waste permits, emergency plans, facility hazard analysis, material safety data sheets, annual chemical inventories, facility inspections, chemical spill notifications, environmental audits, public information requests, protocols, grant requests, LEPC forms, work plans, proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including environmental data bases, computer manuals, software manuals, chemical abstracts, census data, maps, technical manuals, state and local plans and protocols, Ohio Revised Code, Ohio Administrative Code, Federal Register and Code of Federal Regulations and personnel policy manuals.
- Ability to prepare comprehensive annual plan, LEPC minutes and by-laws, policy development documents, flow charts and diagrams, surveys, environmental audits, damage assessments, annual exercise and plan approval documents, budget requests, press releases, grant requests, memos, 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, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, and accounting terminology and language.
- Ability to communicate effectively with supervisors, program coordinators, Board of Commissioners, and committee members, elected officials, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Juvenile Justice Center Building Project Manager	Class Number:	1042181
		Pay Grade	17

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to assist the Director in facilitating project development of the Juvenile Justice Center's design, building systems, and construction.

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.

- Assist the Director in facilitating project development of the Juvenile Justice Center's design, building systems, and construction.
- Administer the architecture, engineering, and contract management contracts including hazardous material remediation contracts. Conduct architectural and engineering document reviews.
- Facilitate consultant progress through internal information generation and dissemination.
- Facilitate and monitor maintenance of project construction cost and time schedule. Monitor construction process.
- Facilitate communication and decision process.
- Serve as a cross-functioning team member for technology applications, planning and programming, business management, move management, finance, integrated workplace design, real estate, public relations, and commissioning.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in architecture or related field with six years of architectural experience or any equivalent combination of training and experience.

Additional Requirements

Architecture license or equivalent.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, calculator, fax, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, project specifications, progress reports, proposals, technical reports, invoices, electrical diagrams, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, architectural specifications, zoning drawings, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare architectural drawings, architectural and technical specifications, project budgets, project completion schedules, contractor payments, construction progress reports, 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 and contractors, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, but includes onsite inspections and reviews.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator I	Class Number:	1053631
		Pay Grade:	12

Departments:	All departments
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Classification Function

The purpose of this classification is to administer a comprehensive personnel program in a department of less than 400 employees, or to assist a higher level personnel administrator in a department of greater than 400 employees, and to supervise personnel officers and personnel technicians. Personnel services include employment, benefits, classification and compensation, and personnel policy administration.

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.

- Administers comprehensive personnel program in a department of less than 400 employees, or to assist a higher level personnel administrator in a department with greater than 400 employees, with responsibility for a variety of personnel services including employment, benefits, classification and compensation, and personnel policy administration (e.g.- directs and maintains overall operation of personnel service(s); develops personnel policy recommendations and forwards to County Human Resource Department (CHRD) and Board of County Commissioners).
- Supervises personnel officers and personnel technicians (e.g.- 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).
- Functions as department's liaison with the County Personnel Department (e.g.- responds to questions from the general public and employees regarding personnel policies and procedures; investigates complaints from department employees; represents department at meetings and conferences regarding personnel issues).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process; serves as liaison with the Public Employee's Retirement System (PERS)).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; conducts job audits and makes recommendations; researches job classification directory for appropriate classification of new positions).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with five years of personnel 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 typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, job classifications, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, position descriptions, letters, memos 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, 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 personnel terminology and language.
- Ability to communicate with the County Commissioners, County Human Resource Director, CHRD personnel, directors, managers, supervisors, other County employees, other elected officials 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator 2	Class Number:	1053632
		Pay Grade:	13

Departments:	All departments
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Classification Function

The purpose of this classification is to administer a comprehensive personnel program in a department of greater than 400 employees and to supervise lower level personnel administrators, personnel officers and personnel technicians. Personnel services include employment, benefits, classification and compensation, personnel policy administration, labor relations and training and development.

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.

- Administers comprehensive personnel program in a department of greater than 400 employees with responsibility for a variety of personnel services including employment, benefits, classification and compensation, personnel policy administration and training and development (e.g.- directs and maintains overall operation of personnel service(s); develops personnel policy recommendations and forwards to County Human Resource Department and Board of County Commissioners).
- Supervises lower level personnel administrators, personnel officers, personnel technicians and/or training personnel (e.g.- 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).
- Oversees department training program (e.g.- coordinates training personnel; reviews training program proposals and makes recommendation for new training; reviews training participation reports and evaluations to ensure that training goals are met).
- Functions as department's liaison with the County Human Resource Department (CHRD) (e.g.- responds to questions from the general public and employees regarding personnel policies and procedures; investigates complaints from department employees; represents department at meetings and conferences regarding personnel issues).
- Functions as department's representative for labor relations and collective bargaining issues (e.g.- attends all disciplinary hearings for department employees; recommends disciplinary action to be taken based upon guidelines).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process; serves as liaison with the Public Employee's Retirement System (PERS)).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; conducts job audits and makes recommendation; researches job classification directory for appropriate classification of new positions).

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

Bachelor's degree in personnel administration, human resources or related field with nine years of personnel experience including four years in a supervisory capacity; 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 typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, job classifications, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code
- Ability to prepare position postings, surveys, performance evaluation, position descriptions, letters, memos 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, 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 personnel terminology and language.
- Ability to communicate with the County Commissioners, County Human Resource Director, CHRD personnel, directors, managers, supervisors, other County employees, other elected officials 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator 3	Class Number:	1053633
FLSA:	Exempt	Pay Grade:	14

Departments:	County Human Resource Department (CHRD), only
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Classification Function

The purpose of this classification is to assist the Personnel Manager in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code and supervise lower-level personnel administrators. Personnel services include employment, benefits, classification and compensation, personnel policy administration, and training and development.

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.

- Assists the Personnel Manager in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; ensures departments and agencies are in compliance with rules, regulations, laws, collective bargaining agreements and Ohio Revised Code sections; represents County at hearings with the State Personnel Board of Review).
- Supervises lower-level personnel administrators, personnel officers and assigned staff (e.g.- 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).
- Trains staff regarding human resources and technical issues related to countywide human resources information system (HRIS) (e.g.- train staff on preparing personnel actions, personnel action revisions, and organization management within the HRIS; coordinates non-routine changes in HRIS as directed by the Personnel Manager; assists the Systems Division with coordinating and testing HRIS updates).
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with nine years of personnel experience including three years in a supervisory capacity; 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 personnel computer, printer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 human resource terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resource Director, CHRD personnel, directors, managers, supervisors, State Personnel Board of Review, other County employees, other elected officials 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Manager	Class Number:	1053634
		Pay Grade:	15

Departments:	County Human Resource Department (CHRD), only
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Classification Function

The purpose of this classification is to manage the County's plan and personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code. Personnel services include employment, benefits, classification and compensation, personnel policy administration, and training and development.

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.

- Manages and administers the County's classification and compensation plan (e.g.- reviews job audit findings and assigns employees to proper classifications; conducts job audits and assigns appropriate classification; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates public hearings and submission of data to applicable state agencies).
- Assists the County Human Resource Director in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; maintains roster of all employees in the classified civil service; represents the County at hearings with State Personnel Board of Review).
- Coordinates County's competitive testing and selection process (e.g.- coordinates development of competitive selection and testing instruments; prepares lists of persons qualified for appointment to positions; participates in selection process for new employees; reviews department selections for compliance).
- Supervises lower level personnel administrators, personnel officers, and assigned staff (e.g.- 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).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including five years in a supervisory capacity; 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 typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, job classifications, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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 personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resource Director, CHRD personnel, directors, managers, supervisors, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Officer	Class Number:	1053621
		Pay Grade:	6

Departments:	All departments
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Classification Function

The purpose of this classification is to provide personnel services for County department in the areas of employment, benefits, and classification and compensation.

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.

- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; updates organizational chart when needed; coordinates the distribution of performance evaluations; etc.).
- Performs miscellaneous duties (e.g.- calculates payable hours for each employee and charges appropriate hours of leave used during pay period; distributes pay checks on bi-weekly basis; reviews bi-weekly report of leave balances for each employee; monitors overtime expenditures for budgetary availability; coordinates completion of flexible time schedules).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational education in business administration or human resources with two years of human resource 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 personal computer, computer terminal, printer, copier, typewriter, calculator.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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- Ability to comprehend a variety of informational documents including payroll reports and records, employment applications personnel action forms, position descriptions, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare personnel actions, tables of organization, performance evaluations, attendance reports, payroll forms, overtime reports 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 personnel terminology and language.
- Ability to communicate with County employees, general public, Human Resource Director, and other personnel officers.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Technician	Class Number:	1053611
FLSA:	Non-Exempt	Pay Grade:	4
Departments	Office of Human Resources, only		

Classification Function

The purpose of this classification is to provide services in the Office of Human Resources that encompass the processing of payroll, personnel documentation, calculation of employee compensatory benefit balances and maintaining employee personnel files. Classification also performs miscellaneous clerical support activities.

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.

- Processes payroll (e.g.- performs maintenance of payroll information including wage changes, name and address changes, time sheets, overtime, and AWOL; prepares employee checklist and reconciles timesheets to the checklist; answers questions to assist employees; distributes paychecks).
- Maintains compensatory benefits balances (e.g.- enters usage of sick leave, vacation and compensatory time into human resource information system; reconciles discrepancies).
- Processes personnel documentation (e.g.- verifies personnel information is correct; processes combination forms; files completed paperwork; forwards to appointing authority for signature; files personnel action forms in the employee's personnel file; processes position descriptions for new or reclassified positions; places copy of new description in employee's personnel file; maintains master file of position descriptions).
- Performs miscellaneous clerical support activities for human resource division of a County department (e.g.- responds to employee's questions regarding benefits and open enrollment; updates union rates; processes applications for screening process; processes employment verifications; schedules interviews and testing for employees; prepares new hire documentation; processes turnarounds; processes child support checks; prepares discipline documents and grievance hearing paperwork; calculates incoming money for Jury Duty; ID's, replacement locker keys and copies; prepares correspondence).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with two years of human resource 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, printer, calculator and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll registers, attendance records, service letters, employment applications, service letters, union change forms, pre-discipline conference notices, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare payroll checks, personnel actions, 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 human resource terminology and language.
- Ability to communicate with supervisor, payroll personnel, other County employees 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Officer Manager	Class Number:	1052416
		Pay Grade:	17

Departments:	All departments
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Classification Function

The purpose of this classification is to manage division of management analysis and planning and to supervise lower-level program officers.

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.

- Manages division of management analysis and planning and supervises lower level program officers (e.g.- develops standards of procedures for projects and studies; reviews and approves study timeframes and resource forecasts; reviews study findings; assigns and directs work of program officers; provides instruction and training; responds to employee problems; reviews and approves employee leave requests; evaluates employee performance; recommends the transfer, selection, promotion, discipline or discharge of employees).
- Manages focused studies or projects as part of a centralized County management analysis and planning section (e.g.- manages project through research, analysis, design and development phases; leads team of employees through project; sets and maintains project schedule; forecasts project resource requirements; assigns project tasks to team members and follows up on task completion).
- Develops new operations, systems, policies and/or procedures for existing County programs (e.g.- develops different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans).
- 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).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with nine years of research and analysis experience; or any equivalent combination of training and experience which 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 personal computer, printer, calculator, copier, fax machine, typewriter, telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, apply the principles of descriptive statistics, apply algebraic formulas and interpret inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including financial reports, statistical reports, contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, personnel policy manuals, administrative procedure manuals, and Ohio Revised Code.
- Ability to prepare financial statements and reports, statistical reports, contracts, budgets, budget projections, study reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret business, legal and basic accounting terminology and language.
- Ability to communicate with directors, managers, supervisors, other County employees, outside boards, commissions, agencies, and other governments.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County Classification Specification

1052416

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Risk & Compliance Manager	Class Number:	1055363
		Pay Grade:	15

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the County's comprehensive risk management program addressing risks and exposures to loss countywide.

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.

- Manages the County's risk management program addressing risks and exposures to loss (e.g.- recommends, implements and maintains policies and procedures governing risk management and insurance; identifies, analyzes and controls risks of loss; assists othe departments with matters involving potential risks of loss; implements and supervises investigations of insurance claims; assists developing safety education programs; benchmarks insurance programs; administers and prepares bid specifications or other procurement methods of insurance coverage; recommends preferred bidders; recommends purchases of insurance when indicated; arranges for discusses claims and filing concerns).
- Ensures physical asset protection (e.g.- physically inspects property; determines risks assessments of facilities).
- Supervises lower level employees including senior risk analyst and risk analyst (e.g.- recommends hiring; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; recommends discipline and selection).
- Performs related administrative responsibilities (e.g.- approves purchases within budgetary guidelines; responds to written and verbal inquiries and complaints; maintains related records; attends Board of County Commissioners meetings with Director or representative).

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctor and one year of insurance administration/risk management experience. Must be licensed to practice law in the State of Ohio.

Additional Requirements

Biennial renewal of license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, calculator, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including insurance contracts, insurance policies and reports, insurance laws and legislation, legal opinions, real estate contracts, leasing contracts, union contracts, incident and accident reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, safety regulations, Americans with Disabilities manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare real estate contracts, leasing contracts, incident and accident reports, bond indentures, disciplinary reports, building safety reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to evaluate employees performances, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, contractual, legal and insurance terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Camera Coordinator	Class Number:	1024101
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to monitor security cameras to oversee the security of office documents and employees.

Distinguishing Characteristics

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

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.

- Monitors DVR cameras of all areas of the office; initiates calls proper authority regarding emergency situations; works with County Security and detectives concerning safety and security issues; checks wave system daily. 75% +/- 15%
- Interacts with customers; provides information as needed. 10% +/- 5%
- Serves as safety and evacuation coordinator; addresses employee safety or security issues; coordinates lockdown procedures with employees; installs access code for front office. 10 +/- 5%
- Conducts yearly inventory; tags equipment for inventory. 5% +/- 5%

Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including computers and security monitoring equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to understand and apply addition, subtraction, multiplication, and division.

Language Ability & Interpersonal Communication

- 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 confidentiality sheets, schedules and inventory documentation.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, reference manuals and standards.
- Ability to prepare inventory report, memos 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 develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret general office and security equipment related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Family Services Supervisor	Class Number:	1014212
		Pay Grade:	7

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to supervise lower level family service supervisors and family service aides providing services to individuals in the community in need of social services.

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.

- Supervises lower level family service supervisors and family service aides providing services to individuals in the community in need of social services (e.g. - evaluates performance; assigns, plans, coordinates and reviews the duties of family service personnel; recommends and implements disciplinary procedures; provide and plans job instruction and training; assigns case loads).
- Manages a family service unit providing services to individuals in the community in need of social services (e.g.- plans unit operations; devises and recommends policies and procedures; insures policies, procedures and service plans are carried out; monitors random moments forms; assists investigators; monitors state and federal regulations pertaining to program; interacts with officials of other agencies to exchange information concerning family service program).
- Evaluates and determines client need and eligibility for family services (e.g.- reviews the written referral and makes determination based upon established guidelines; assesses household needs for food, furniture, appliances and clothing for welfare clients; provides transportation assistance to obtain items needed; consults with supervisors, clients, social workers, family service aides and officials from other agencies to determine if level of current services is necessary, proper and/or sufficient; refers client to other agencies if necessary; follows up with client to determine if and how well needs were met).
- Prepares and maintains all necessary correspondence, records and forms (e.g.- completes required service and agency forms and statistical reports; draft and prepares correspondence; calculates statistics).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three years of social service including one year of 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.

**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 recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including weekly and monthly time sheets, telephone messages, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including state policy manual, personnel policy manual, manager's handbook, etc.
- Ability to prepare performance appraisals, monthly and annual reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability 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 social work and counseling terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, clients, other department's supervisors, personnel officers, medical personnel, teleprocessing personnel, coworkers, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Personnel Officer	Class Number:	1053622
		Pay Grade:	8

Departments:	Central Office of Human Resources, only
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Classification Function

The purpose of this classification is to serve as a lead worker and provide personnel services for County department in the areas of employment, benefits, and classification and compensation.

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.

- Functions as a lead worker (e.g.- works proficiently in personnel system and provides system guidance; enters non-routine changes in personnel system as directed by Personnel Administrator; SAP as prepares and corrects position descriptions or job postings).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; updates organizational chart when needed; coordinates the distribution of performance evaluations; etc.).
- Performs miscellaneous duties (e.g.- calculates payable hours for each employee and charges appropriate hours of leave used during pay period; distributes pay checks on bi-weekly basis; reviews bi-weekly report of leave balances for each employee; monitors overtime expenditures for budgetary availability; coordinates completion of flexible time schedules).

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or human resources with three years of human resource 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 personal computer, computer terminal, printer, copier, typewriter, calculator.

**Mathematical Ability**

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll reports and records, employment applications personnel action forms, position descriptions, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare personnel actions, tables of organization, performance evaluations, attendance reports, payroll forms, overtime reports 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 personnel terminology and language.
- Ability to communicate with County employees, general public, Human Resource Director, and other personnel officers.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Risk Analyst	Class Number:	1055362
		Pay Grade:	9

Departments: Central Services, only

Classification Function

The purpose of this classification is to assist coordinating and implementing all aspects of insurance and risk management for the County including interpreting policies, writing policies, assessing and purchasing insurance and bonds, and maintaining statistics and records.

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.

- Assists coordinating and implementing all aspects of insurance and risk management for the county including interpreting policies, writing policies, assessing and purchasing insurance and bonds, and maintaining statistics and records (e.g.- conducts thorough investigations of any incidences that may result in asset losses; creates progress reports regarding management issues; recommends policies and procedures to centralize claims; coordinates specifications for insurance and bond programs; coordinates purchases of auto and property insurances through bid procedures and direct purchase; assesses available insurance and recommends whether to purchase additional policies; creates database and maintains statistics for all County claims; negotiates settlement with various personal injurt attorneys and private businesses; recommends settlement of claims when set criteria has been met; pursues collections on losses to the County; implements driver safety checks and driver education programs; reviews property damage reports).
- Functions as lead worker over support staff (e.g.- assigns work and coordinates activities of secretary; provides job training and instruction
- Performs administrative duties (e.g.- assists as client in litigation matters handled by County Prosecutor and attorneys of the County's insurance carriers; creates articles concerning Risk Management; attends various meetings to serve as a resource on claim matters and policy procedures; records and maintains necessary information and files).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with three years of insurance administration/ risk management 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 terminal, printer, calculator, fax machine, copier, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply the principles of algebra, descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including risk assessment reports, insurance policies, insurance forms, bond applications, specifications, legal pleadings, accident reports, repair estimates, specifications, invoices, medical bills and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, FC & S Bulletins, etc.
- Ability to prepare insurance specifications, purchasing requisitions, revenue charge backs, informational articles, letters of denial and acknowledgement, revenue receipts, memos, 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, and to follow instructions
- Ability to use and interpret legal and insurance terminology and language.
- Ability to communicate effectively with supervisor, insurance agents, directors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Assistant	Class Number:	1053641
		Pay Grade	4

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to assist in identifying training needs, developing programs and evaluating effectiveness of training programs.

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.

- Assists in identifying training needs, developing programs and evaluating effectiveness of training programs (e.g.- assists with the identification of training needs through communication with supervisors, conducting surveys and tabulating results; assists with the analysis of training techniques and recommends usage of new training techniques; assists in securing or developing materials and instructional resources for training programs; prepares audio-visual aids, bulletin boards, handouts and displays; arranges lodging and meals for participants; schedules and reserves training facilities).
- Assists with the presentation of training programs (e.g.- delivers employee orientation sessions; presents portion of the training program using audio-visual equipment; distributes training program materials; prepares and reviews training program agendas).
- Performs administrative duties (e.g. - responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational training in business administration and one year of administrative 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 a typewriter, copier, fax machine and telephone.
- Ability to operate audio visual equipment including a VCR, television, slide projector, film projector and overhead projector.

Mathematical Ability

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including memos, training literature, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, proposals, monthly reports, 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 and to follow instructions.
- Ability to use and interpret human resource development terminology and language.
- Ability to communicate effectively with supervisors, staff, employees, other County employees, 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.