



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE
MEETING
TUESDAY, JULY 1, 2014
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 JUNE 3, 2014 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2014-0155: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2014-0156: A Resolution authorizing an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,579,650.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**

8. ADJOURNMENT

*In accordance with Section 108.01 of the Cuyahoga County Code, 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, JUNE 3, 2014
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 10:05 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO THE AGENDA

There was public comment related to the agenda.

4. APPROVAL OF MINUTES

- a) April 29, 2014 Meeting

A motion was made by Mr. Germana, seconded by Ms. Simon and approved by unanimous vote to approve the minutes of the April 29, 2014 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2014-0123: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees for various unexpired terms, and declaring the necessity that this Resolution become immediately effective:

1) appointment for an unexpired term ending 11/15/2018:

a) Donald N. Jaffe

2) reappointment for an unexpired term ending 4/15/2019:

a) Berj A. Shakarian

b) Jerry L. Young

Mr. James Boyle, Special Assistant to County Executive FitzGerald; Mr. Kahlil Seren, County Council Research & Policy Analyst; and Mr. Ted Prasse, President of the Soldiers' and Sailors' Monument Board of Trustees, addressed the Committee regarding Resolution No. R2014-0123. Discussion ensued.

Mr. Donald Jaffe addressed the Committee regarding his nomination to serve and Mr. Berj Shakarian and Mr. Jerry Young addressed the Committee regarding their nominations to continue to serve on the Soldiers' and Sailors' Monument Board of Trustees. Discussion ensued.

Committee members asked questions of Mr. Jaffe, Mr. Shakarian and Mr. Young pertaining to their experience, expertise and qualifications, which they answered accordingly.

On a motion by Ms. Simon with a second by Mr. Hairston, Resolution No. R2014-0123 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading. Additionally, Mr. Germana requested his name be added to the legislation as a co-sponsor.

- b) R2014-0138: A Resolution confirming the County Executive's reappointment of Thomas M. McDonald to serve on The MetroHealth System Board of Trustees for the term 5/27/2014 - 3/31/2020, and declaring the necessity that this Resolution become immediately effective.

Mr. Boyle and Mr. John Corlett, Vice President of Government Relations and Community Affairs, addressed the Committee regarding Resolution No. R2014-0138. Discussion ensued.

Mr. Thomas McDonald addressed the Committee regarding his nomination to continue to serve on The MetroHealth System Board of Trustees. Discussion ensued.

Committee members asked questions of Mr. McDonald pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Mr. Hairston with a second by Mr. Germana, Resolution No. R2014-0138 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of rules. Additionally, Mr. Hairston and Mr. Germana requested their names be added to the legislation as co-sponsors.

- c) R2014-0130: A Resolution authorizing an amendment to Contract No. CE1200357-01 with Health Span Integrated Care fka Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents including medical and pharmacy benefit management services for the period 1/1/2012 - 12/31/2013 to extend the time period to 12/31/2014 and for additional funds in the amount not-to-exceed \$4,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Lisa Durkin, Deputy Director of Operations for Human Resources, addressed the Committee regarding Resolution No. R2014-0130. Discussion ensued.

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

On a motion by Ms. Simon with a second by Mr. Germana, Resolution No. R2014-0130 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.

6. MISCELLANEOUS BUSINESS

Chairwoman Conwell discussed scheduling a tour of the Soldiers' and Sailors' Monument and a presentation regarding changes to the structure of the monument.

7. OTHER PUBLIC COMMENT

No other public comments were given.

8. ADJOURNMENT

With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 11:24 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0155

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review 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 Personnel Review 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 May 7, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through JJ), and recommended to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this Resolution 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 RESOLVED 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:

New Classifications: (See Attached Classification Specifications)

Exhibit A: Class Title: *Case Manager*
Number: 1011451
Pay Grade: 4

Exhibit B: Class Title: *Case Manager Supervisor*
Number: 1011452
Pay Grade: 7

Exhibit C: Class Title: *Chief Forensic Photographer*
Number: 1017132
Pay Grade: 13

Exhibit D: Class Title: *Chief Investigator*
Number: 1071213
Pay Grade: 13

Exhibit E: Class Title: *Chief Toxicologist*
Number: 1071311
Pay Grade: 21

Exhibit F: Class Title: *Director of Parentage, Quality Assurance
Manager & Training Coordinator*
Number: 1071321
Pay Grade: 21

Exhibit G: Class Title: *Drug Chemistry Laboratory Supervisor*
Number: 1071253
Pay Grade: 17

Exhibit H: Class Title: *Evidence Technician*
Number: 1071111
Pay Grade: 5

Exhibit I: Class Title: *Forensic DNA Lab Supervisor, DNA Tech
Manager & Training Coordinator*
Number: 1071331
Pay Grade: 21

Exhibit J: Class Title: *Forensic Pathologist 1*
Number: 1071411
Pay Grade: 26

Exhibit K: Class Title: *Forensic Pathologist 2*
Number: 1071412
Pay Grade: 27

Exhibit L: Class Title: *Forensic Pathologist 3*
Number: 1071413
Pay Grade: 28

Exhibit M: Class Title: *Forensic Photographer*
Number: 1071131
Pay Grade: 6

Exhibit N: Class Title: *Forensic Scientist 1 - DNA*
Number: 1071221
Pay Grade: 10

Exhibit O: Class Title: *Forensic Scientist 1 - Fingerprint*
Number: 1071231
Pay Grade: 10

Exhibit P: Class Title: *Forensic Scientist 1 - Toxicology*
Number: 1071241
Pay Grade: 10

Exhibit Q: Class Title: *Forensic Scientist 2 - DNA*
Number: 1071222
Pay Grade: 11

Exhibit R: Class Title: *Forensic Scientist 2 – Drug Chemistry*
Number: 1071251
Pay Grade: 11

Exhibit S: Class Title: *Forensic Scientist 2 – Toxicology*
Number: 1071242
Pay Grade: 11

Exhibit T: Class Title: *Forensic Scientist 2 – Trace Evidence*
Number: 1071262
Pay Grade: 11

Exhibit U: Class Title: *Forensic Scientist 3 - DNA*
Number: 1071223
Pay Grade: 12

Exhibit V: Class Title: *Forensic Scientist 3 - Toxicology*
Number: 1071243
Pay Grade: 12

Exhibit W: Class Title: *Histology Technician*
Number: 1071141
Pay Grade: 7

Exhibit X: Class Title: *Laboratory Technician - Toxicology*
Number: 1071112
Pay Grade: 5

Exhibit Y: Class Title: *Manager, Morgue Operations*
Number: 1071214
Pay Grade: 15

Exhibit Z: Class Title: *Medical Examiner Investigator 1*
Number: 1071211
Pay Grade: 8

Exhibit AA: Class Title: *Medical Examiner Investigator 2*
Number: 1071212
Pay Grade: 10

Exhibit BB: Class Title: *Medical Secretary*
Number: 1011441
Pay Grade: 4

Exhibit CC: Class Title: *Medical Secretary Supervisor*
Number: 1011442
Pay Grade: 7

Exhibit DD: Class Title: *Morgue Technician*
Number: 1071121
Pay Grade: 5

Exhibit EE: Class Title: *Morgue Technician Supervisor*
Number: 1071122
Pay Grade: 8

Exhibit FF: Class Title: *Parentage Laboratory Supervisor*
Number: 1071274
Pay Grade: 17

Exhibit GG: Class Title: *Pathology Assistant*
Number: 1071152
Pay Grade: 8

Exhibit HH: Class Title: *Pathology Assistants Supervisor*
 Number: 1071161
 Pay Grade: 10

Exhibit II: Class Title: *Toxicology Laboratory Supervisor*
 Number: 1017244
 Pay Grade: 17

Exhibit JJ: Class Title: *Trace Evidence Lab Supervisor*
 Number: 1071244
 Pay Grade: 17

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution 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 Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 10, 2014

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Manager	Class Number:	1011451
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive and obtain sensitive records from multiple sources, track case files, enter data, and register payment for accrued fees in order to complete the death certificate filing.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This class is distinguished from the Case Manager Supervisor in that the later supervises this class and performs the more complex work of the unit.

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.

- 40% +/- 10%
- Receives and obtains medical and legal information and records from multiple sources, including funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, the internet, and other staff; checks records for accuracy; inputs data into specialized database systems like in-house VertiQ system; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list and provides the information online to the appropriate organization; transfers information from one computer to another; prints a cause of death form and provides that and other information to the Medical Examiner to assist in determination of cause of death; tracks case files.
- 20% +/- 5%
- Completes death certificates once cause of death is determined; enters information into the State's Electronic Death Registry System (EDRS) database and generates a report; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; types a short summation of the events leading to death based on Medical Examiner's verdict.
- 20% +/- 5%
- Receives, date stamps, and distributes case work and reports; updates numerical list of cases and types brief information; updates alphabetical book; submits autopsy reports and types, proofreads and submits verdicts to Medical Examiner for review and signature.
- 20% +/- 5%
- Staffs front counter; processes and registers payment for fees accrued; verifies information and approves burial or cremation permits for funeral home personnel; balances daily receipts.

EXHIBIT A

Case Manager

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent with one (1) year of experience in performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Must be able to learn State of Ohio Electronic Death Registry System (EDRS).

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, 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 basic medical terminology.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Manager Supervisor	Class Number:	1011452
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is supervise and participate in the work of the Medical Examiner's Case Management unit; to receive and obtain records from multiple sources, track case files, enter data, and register payment for accrued fees in order to complete the death certificate filing.

Distinguishing Characteristics

This is first-line supervisory class that is responsible for supervising a unit of Case Managers and clerical staff in completing the processes required for finalizing death certificates. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. The Case Manager, Supervisor is distinguished from the Case Manager in that the supervisor oversees the work of that class and participates in the more complex work of the unit

Essential Job Functions

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

- 30% +/- 10%
- Receives and obtains medical and legal information and records from multiple sources, including funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, the internet, and other staff; checks records for accuracy; inputs data into specialized database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list and provides the information online to the appropriate organization; transfers information from one computer to another; prints a cause of death form and provides that and other information to the Medical Examiner to assist in determination of cause of death; tracks case files.
- 15% +/- 5%
- Completes death certificates once the cause of death is determined; enters information into a database and generates a report; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; types a short summation of the events leading to the death based on the Medical Examiner's verdict.
- 25% +/- 5%
- Supervises staff; assigns, plans, and reviews work; maintains standards; implements disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.
- 20% +/- 5%
- Receives, date stamps, and distributes case work and reports; updates numerical list of cases and types brief information; updates alphabetical book; submits autopsy reports and types, proofreads and submits verdicts to Medical Examiner for review and signature.

Supervisor Case Managers

10% +/- 5%

- Staffs front counter, as needed; processes and registers payment for fees accrued; verifies information and approves burial or cremation permits for funeral home personnel; balances daily receipts.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent and three (3) years of experience in performing clerical duties and/or working with the public; some lead or supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Must be able to learn State of Ohio Electronic Death Registry System (EDRS).

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

Must be capable of obtaining a valid 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 computers and peripheral equipment.

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.

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including patient records, death certificates, verdicts, cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.

Supervisor Case Managers

- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, total payments received, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor 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:	Chief Forensic Photographer	Class Number:	1017132
FLSA:	Exempt	Pay Grade:	13
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to plan, prioritize, assign, supervise, and participate in the work of forensic photographers; to identify and apply emerging technologies.

Distinguishing Characteristics

This is a first-line supervisor classification working under direction from the unit manager. The employee in this class exercises discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of photographs. Employee in this class is expected remain up-to-date regarding technology, and to provide instruction and assistance to staff as the new technology becomes available.

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.

- 40% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that work is handled properly and in a timely fashion; troubleshoots and resolves technical and workflow difficulties; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; develops and updates standard operating procedures; ensures staff safety.
- 30% +/- 15%
- Photographs individuals/bodies including mug shots, clothed overalls, autopsies and gross specimens; photographs clothing and associated evidence, property, vehicles or scenes; documents crime/accident scenes; processes raw image files from digital media cards, processes property or digital media cards for other departments; digitizes film, prints, and/or other copy; prints color or black and white digital photos or conventional silver prints; scans film or flat copy and documents; gives expert testimony.
- 10% +/- 5%
- Oversees and participates in cleaning and routine maintenance of equipment; maintains photography unit inventory including darkroom and photographic chemicals.
- 10% +/- 5%
- Conducts tours and gives lectures to outside agencies, organizations, or individuals.
- 10% +/- 5%
- Attends and participates in professional group meetings and trainings; stays abreast of emerging imaging technologies; implements and trains photographers on new technologies; uses and evaluates new equipment, hardware, and software; develops and conducts training of proper photographic techniques; conducts unit meetings with staff.

Chief Forensic Photographer

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree including coursework in photography, or related field and five (5) years experience performing digital and conventional photography in a studio or laboratory setting; forensic experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No special licenses or certifications required.

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

Must be capable of obtaining a valid 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 photographic equipment, computers and peripheral equipment.
- Ability to operate a variety of photographic equipment including projectors, scanners, strobes, microscopes, digital cameras and spherocam.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to utilize college level algebra, geometry and trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, autopsy protocol, reports, CD's and DVD's, film, and standard operating procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, software and hardware manuals, safety manual, publications, CD portfolio catalogues, equipment manuals, reference books, journals, and employee handbook.

Chief Forensic Photographer

- Ability to prepare DVD' and CD's, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, PowerPoint presentations, standard operating procedures, publications signs, identification cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, to persuade and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office, laboratory and in the field with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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:	Chief Investigator	Class Number:	1071213
FLSA:	Exempt	Pay Grade:	13
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to plan, coordinate and supervise the Investigations Unit of the Investigation and Morgue Operations division of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol; to provide responsible administrative support to the division manager.

Distinguishing Characteristics

This is a first-level supervisor classification that provides direct supervision to a unit of Medical Examiner's Office Investigators. While reporting directly to the Medical Examiner (or designee), this class must work in cooperation and consultation with the Manager of Morgue Operations, and oversees and participates in investigations as well as leading unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Assumes supervisory responsibility for investigations in compliance with local, state, and federal laws, regulations and department protocol; implements department procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; provides input regarding staffing requirements.
- 25% +/- 10%
- Supervises investigations staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Oversees and participates in investigations of death scenes and police related deaths; takes photographs and works with photographers; locates next of kin; makes death notifications; conducts Sudden Unexplained Infant Death Investigations (SUIDI); lectures on SUIDI investigations.
- 10% +/- 10%
- Logs property; investigates claims of missing property; works with the probate court; transfers funds to County Administration.
- 15% +/- 10%
- Communicates with a variety of members of the public, family members, consultants, outside and County agencies, related businesses including police departments, funeral homes, hospitals, and other investigators and medical examiners.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Chief Investigator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in forensic science, criminal justice, mortuary science or related natural sciences (biology, physiology, anatomy) with five (5) years experience as a Death Investigator and a minimum of (3) years experience as shift leader/supervisor; or an equivalent combination of education, training, and experience.

Additional Requirements

Position may require any or all of the following:

SUIDI Certification.

Medical Legal Death Scene Investigation Certification (ABMDI).

Completion of FEMA ICS 100, 200, 300, 700 and 800 courses is required within 12 months of hire.

Must be capable of obtaining a valid 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 computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Chief Investigator

- Ability to comprehend a variety of informational documents including investigators' reports, city burial forms, citizens' complaints, doctors' requests for investigation, daily death reviews, requests for firearm return, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, unclaimed cash receipts, cleaning log, complaint log, city burials, requests for firearm return, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment, but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

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:	Chief Toxicologist	Class Number:	1071311
FLSA:	Exempt	Pay Grade:	21
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the collection and analysis of postmortem specimens and evidence in forensic case work; analysis of postmortem specimens and evidence to detect poisonings; provide assistance for toxicological interpretations in legal investigations of deaths involving poisoning and drug use, as well as non-fatal forensic casework.

Distinguishing Characteristics

This is a unit director and managerial classification. The employee in this classification exercises discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned cases and activities are completed in a timely and efficient manner. This classification is expected remain up-to-date regarding technology, and to provide instruction and assistance to staff as new technology becomes available and to provide direction for the overall growth of the department and its employees.

Essential Job Functions

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

- 20% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; troubleshoots and resolves technical and workflow difficulties; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; ensures that accreditation requirements are maintained; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; develops and updates standard operating procedures; ensures staff safety.
- 40% +/- 10%
- Prepares Toxicology Reports for review and reviews Toxicology Reports prepared by subordinate staff; performs analytical assays for presence of drugs and/or chemicals; receives and reviews Toxicology Assays in order to prepare reports; verifies accuracy of data.
- 15% +/- 5%
- Communicates with prosecutors, defense attorneys, police officers, and private citizens concerning toxicology reports and toxicology issues; answers phone calls, correspondence, and emails, and confers with individuals in person.
- 10% +/- 5%
- Guides direction of Toxicology Laboratory; oversees maintenance, calibration, and acquisition of instrumentation; manages accreditation of Lab, testing protocols, training of personnel, and increasing the visibility of our Lab at the local, state and national level.
- 10% +/- 5%
- Provides expert toxicology testimony to courts in Cuyahoga County and the surrounding region.

Chief Toxicologist

5% +/- 2%

- Attends and participates in professional group meetings and trainings to maintain requirements and stay abreast of emerging toxicology technologies; provides training to staff and students; presents toxicology presentations at local, state and national meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Doctoral degree in toxicology, chemistry, pharmacology, or related field and ten (10) years of postmortem laboratory experience and at least two (2) years previous and progressive supervisory experience in a forensic lab setting.

Additional Requirements

Certification by the American Board of Forensic Toxicology or an equivalent certifying board, recommended.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including highly technical scientific analysis equipment (Gas chromatographs, spectrophotometers, LC/MS/MS, GC/MS, etc.) as well as spectrophotometry, electrolyte analyzers and immunoassay instrumentation.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to utilize college level algebra, geometry and trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Chief Toxicologist

- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers and laboratory equipment/machinery.

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:	Director of Parentage, Quality Assurance Manager & Training Coordinator	Class Number:	1071321
FLSA:	Exempt	Pay Grade:	21
Dept:	Medical Examiner's Office		

Classification Function

The purpose of the classification is to plan, organize, and direct the Parentage Identification lab unit and the Quality Assurance/Quality Control activities of all Crime Laboratory units of the County Medical Examiner's Office through subordinate supervisors; to ensure the accuracy of parentage documents, worksheets, data and calculations; to enforce American Association of Blood Banks (AABB), American Society of Crime Lab Directors (ASCLD), and DNA Advisory Board (DAB) standards; to identify personnel training needs and provide/arrange for trainings.

Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Laboratory Director and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 25% +/- 10%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office through a subordinate supervisor; reviews parentage test requisition documents and chain of custody; reviews test worksheets and controls; reviews electronic data, statistical calculations and reports for accuracy; signs off on all test reports; testifies as an expert witness; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software or calculation programs.
- 20% +/- 10%
- Enforces quality assurance in forensic laboratory according to established national standards by overseeing evidence collection, analysis, reporting and reviewing of forensic cases; reviews all procedures to ensure work is performed according to AABB standards; conducts management reviews and internal assessments; evaluates results; takes preventive and corrective actions; monitors corrective actions to ensure effectiveness.
- 20% +/- 10%
- Ensures quality and maintenance of test procedures and implements new technologies; monitors equipment calibration and reagent quality; plans and organizes audits as required by schedules according to accreditation agencies; establishes, implements, and maintains systems according to accreditation guidelines; conducts performance reviews.

Director of Parentage, Quality Assurance Manager & Training Coordinator

20% +/- 10%

- Counsels employees and implements disciplinary actions as necessary; assists staff with complex or problem situations; prepares and administers employee performance evaluations as scheduled or required; develops and implements competency testing; coordinates and conducts formal and informal trainings for staff including training technical staff in parentage DNA testing techniques and statistical calculation; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires.

15% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends in laboratory work and Medical Examiner's Offices; reads current literature.

Minimum Training and Experience Required to Perform Essential Job Functions

Doctoral degree in biology, chemistry, or related field of study and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory; at least two (2) years of lead, supervisory or management experience desirable.

Additional Requirements

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

Must be capable of obtaining a valid Ohio driver's license and minimum automobile insurance as required by Ohio law upon hire.

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter and fume hoods.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend and approve the discipline or discharge of employees.
- Ability to recommend and approve the transfer, promotion or salary increase of other employees.

Director of Parentage, Quality Assurance Manager & Training Coordinator

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical and probability analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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:	Drug Chemistry Laboratory Supervisor	Class Number:	1071253
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Drug Chemistry Department of the Medical Examiner's Office, ensuring the proper handling and analysis of evidence to detect poisonings and drug use in order to aid legal investigations of crimes and/or death.

Distinguishing Characteristics

This is a first-line supervisory and management level classification under general supervision of the Director of Parentage and Quality Assurance Manager. The employee in this class is expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensure proper preservation and documentation of evidence. Employees in this class provide instruction and assistance to staff as new technology becomes available, and is expected to stay abreast of methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

Essential Job Functions

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

- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates analysis duties; ensures that work is completed accurately and in a timely fashion; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; responds to employee issues and concerns; conducts meetings with Drug Chemistry staff; compiles performance statistics.
- 45% +/- 10%
- Performs administrative and technical case review; reviews analysis worksheets, evidence submission forms, electronic instrument, data and final reports for accuracy and completeness; confers with analyst in cases of error or other problems; compiles/manages caseload statistics; periodically provides court testimony regarding assigned cases.
- 20% +/- 10%
- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting drug chemistry; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.
- 10% +/- 5%
- Ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy.
- 5% +/- 5%
- Monitors a variety of department functions; reviews log books, maintenance records and analyst's daily workplace logs; performs monthly audits of controlled substance holding area.

Drug Chemistry Laboratory Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, forensic chemistry, biochemistry or related field and six (6) years experience as an analyst in a drug chemistry lab; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Attainment of applicable scientific field certification.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including pipettes, cutters, bulbs, microscopes, and chemical reagents kits.

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 implement disciplinary procedures.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including electronic instrument data, analysis worksheets, evidence submission forms, electronic final reports, log books, and instrument maintenance records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, Ohio Revised Code, ASCLD-Lab Accreditation Standards, SWGDRUG Guidelines, and instrument manuals.

Drug Chemistry Laboratory Supervisor

- Ability to prepare purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents and laboratory equipment/machinery.

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:	Evidence Technician	Class Number:	1071111
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive and obtain evidence from multiple sources, establish a chain of custody for evidence received, ensure proper packaging/sealing of evidence to prevent contamination, and communicate request for analysis to appropriate department.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

- 60% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies, and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; assigns submissions to appropriate analyst; prepares requests for testing on evidence items; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records.
- 25% +/- 5%
- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence not in process of examination in the laboratory; maintains integrity of evidence reception and storage rooms; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by ASCLD and laboratory policies.
- 10% +/- 3%
- Prepares a variety of submission, inventory and release documentation; operates computer system, entering submitted items into evidence tracking system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents.
- 5% +/- 2%
- Testifies in court regarding evidence chain of custody issues as required.

Evidence Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent supplemented by vocational or technical training and one (1) year experience in performing clerical and inventory control duties; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid 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 computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, Log Books, paper and electronic inventory records, 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 basic legal and forensic terminology.

Evidence Technician

- Ability to communicate and to develop and maintain effective working relationships with family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator	Class Number:	1071331
FLSA:	Exempt	Pay Grade:	21
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the forensic DNA unit in the analysis of DNA samples from evidence, the generation of profiles from forensic samples, and the comparison of profiles to known sources of human DNA.

Distinguishing Characteristics

This is a unit chief and a managerial classification. The employee in this classification is expected to exercise discretion in applying goal and policy statements, in resolving unit's service delivery problems, and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. Employees provide instruction and assistance to staff as new technology becomes available, and is expected to remain up-to-date in methods, protocols, procedures, applicable regulations, and methods for the analysis of data and reporting of results.

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.

- 50% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that rush-case requests are handled properly; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; monitors and provides for training needs; performs proficiency testing; reviews proficiency data of other scientists; prepares and conducts employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends salary increases and transfers.
- 20% +/- 10%
- Ensures that activities are completed on-time and accurately; provides administrative reviews of all DNA reports; analyzes, interprets and reports on assigned case work; manages case statistics; routinely monitors court testimony; implements and enforces quality assurance procedures; ensures that safety procedures are followed.
- 15% +/- 5%
- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court.
- 10% +/- 5%
- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

EXHIBIT I

Other Duties (Technical Manager)

Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator

As the DNA Technical Manager, all technical operations of the DNA laboratory are overseen and the individual shall have the authority to initiate, suspend and resume DNA analytical operations for the laboratory or an individual. It is the responsibility of the DNA Technical Manager to:

- Evaluate and document approval of all validations and methods used by the laboratory and propose new or modified analytical procedures/technologies to be used by the analysts; Review and document the review of the academic transcripts and training records for newly qualified analysts and approve their qualifications prior to their conducting independent casework analysis.
- Approve the technical specifications for outsourcing agreements, if any; Review and document the review of the internal and external DNA audit documents and, approve corrective actions, if any; Review the procedures of the laboratory on an annual basis and document such review; Review and approve the training, quality assurance, and proficiency testing programs in the laboratory.
- Ensure that all analysts receive the necessary training and are qualified for their assigned work responsibilities; ensure that corrective action is taken and documented when appropriate; ensure the DNA Department's quality assurance program is in compliance with the Quality Assurance Standards for Forensic DNA Testing Laboratories.
- Review requests by contract employees (if any) for employment by multiple NDIS participating and/or vendor laboratories and, if no potential conflict of interest exists, may approve such requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Doctoral degree in forensic sciences or related fields; (see below) and five (5) years experience performing DNA analysis; previous and progressive supervisory experience in a forensic DNA lab setting.

Additional Requirements

Per FBI Quality Assurance Standards, successful completion is required of a minimum of 12 credit hours or its equivalent work in graduate level classes addressing subject areas of Biochemistry, Genetics, Molecular Biology and Bio-statistics in population genetics.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator

- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer, discipline or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level geometry and perform statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic and raw data, statistical data, proficiency data, standard operating procedures, quality assurance procedures, training manuals, competency test records, training records and validation data.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, equipment manuals and scientific journals.
- Ability to prepare departmental memos, and reports, standard operating procedures, quality assurance reports, inventory of chemicals, statistical, analytical and frequency data, training manuals, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, quality assurance officers, attorneys, law enforcement personnel, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 1	Class Number:	1071411
FLSA:	Exempt	Pay Grade:	26
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform autopsies in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner.

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.

- 70% +/- 20%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
- Oversees student and resident rotations; teaches students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Completion of certified residency training in anatomic and forensic pathology; Board Eligibility in Forensic Pathology for the American Board of Pathology; Clinical pathology training is desirable.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Requires Board Eligibility in Anatomic Pathology and in Forensic Pathology

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

Must be capable of obtaining a valid Ohio driver's license.

Forensic Pathologist 1

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.
- Ability to provide instruction to other employees and to act on employee problems.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform high school level algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, Fellow applications and evaluations; accreditation documents, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, serves in a supervisory capacity, influence use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Forensic Pathologist 1

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- May requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	1071412
FLSA:	Exempt	Pay Grade:	27
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform death investigation to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques.

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.

- 70% +/- 20%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
- Serves as a case coordinator for medical and forensic assessment of Medical Examiner's cases; Oversees student and resident rotations; teaches forensic pathology fellows, students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and in Forensic Pathology and progressive responsibility performing work in a Medical Examiner's Office. Clinical Pathology training is preferred.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.

Forensic Pathologist 2

- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	1071413
FLSA:	Exempt	Pay Grade:	28
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide staff supervision and quality assurance; to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to assist with administrative responsibilities of the Medical Examiner's Office; including oversight of the various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow and facilitates performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

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.

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 15% +/- 5
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assist with planning modernization of laboratories; assist with planning of equipment procurement; provides expert witness testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, and medical personnel.
- 15% +/- 10%
- Plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities, including coordinating and evaluating student and resident rotations.
- 15% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

Forensic Pathologist 3

5% +/- 1%

- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and Forensic Pathology and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience. Demonstrable administrative aptitude. Clinical Pathology training is desirable.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to provide input on 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, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

Forensic Pathologist 3

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Organizational skills for scheduling and document management.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, 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 medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	1071131
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to document decedents photographically for identification purposes; photograph autopsies with signs of injury or disease, gross specimens and any associated clothing, evidence, crime scenes, property and/or vehicles; process all image files produced in court for viewing over the department intranet and/or archived on CD or DVD and catalogued for later use.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable 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.

- 40% +/- 10%
- Photographs bodies including mug shots, clothed overalls, autopsies and gross specimens; photographs clothing and associated evidence, property, vehicles or scenes.

- 40% +/- 15%
- Processes raw image files from digital media cards, processes property or digital media cards for other departments; burns files to CD's or DVD's; prints color or black and white digital photos or conventional silver prints; scans film or flat copy and documents.

- 10% +/- 5%
- Cleans and maintains equipment; orders supplies.

- 10% +/- 5%
- Conducts tours of department; instructs interns and provides demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor of Fine Arts in photography or Science degree including coursework in photography, or related field; with one (1) year experience performing digital and conventional photography in a studio or laboratory setting; forensic experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Adobe Photoshop, Extensis Portfolio and Camera RAW are required. Additional competencies in other photo software applications as needed.

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

Forensic Photographer

Must be capable of obtaining a valid 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 equipment, computers and peripheral equipment.
- Ability to operate a variety of photographic equipment including projectors, scanners, strobes, microscopes, digital cameras and spherocam.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, CD's from other agencies, and standard operating procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, jpg portfolio catalogues, software manuals, drawings, publications, CD portfolio catalogues, list of autopsied cases, and receiving book.
- Ability to prepare illustrations, DVD' and CD's, raw image files, jpg's, prints, scanned image files, copy list of cases to be autopsied, PowerPoint presentations, standard operating procedures, 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, meet deadlines.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

Forensic Photographer

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - DNA	Class Number:	1071221
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform serological analysis, DNA analysis, analyze data for assigned work.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence and findings. Employees receive instruction or assistance as new or unusual situations arise, and are expected to obtain/maintain awareness of methods, protocols, procedures, and applicable regulations for the analysis of data and results.

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.

- 50% +/- 10%
 - Conducts serological analysis, microscope examinations; extract DNA; amplifies DNA to prepare for reading; prepares samples and machinery/equipment for STR typing; documents activities of testing for certification agencies, and court.
- 35% +/- 5%
 - Maintains daily, weekly monthly and annual maintenance of laboratory, cleaning facility, equipment, and supplies.
- 15% +/- 5%
 - Stays abreast of current trends in the field; reads current journals and specialized articles.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in biology, chemistry or a related field and one (1) year experience in laboratory or other work that requires following of strict procedures and protocol; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

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

Forensic Scientist 1 – DNA

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including centrifuge, pipette, vortex, refrigerator/freezer, dry baths, fume hood, thermal cycler, and a DNA sequencer.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to apply high school level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including journal articles, statistical reports, case history information, police reports and photos..
- Ability to comprehend a variety of reference books and manuals including personnel manual, machine/equipment manuals, textbooks, standard operating procedures, quality assurance and safety manuals.
- Ability to prepare laboratory notes and forms, STR Data Review, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental and county employees, court and associated personnel, purchasing staff, and supervisor.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to toxic agents, bodily fluids, toxins and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	1071231
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to fingerprint deceased individuals for identification purposes, assist local agencies with requests for identification, supply agencies with deceased tenprint cards (foot and palm prints) and scans fingerprint cards into Automated Fingerprint Identification System (AFIS).

Distinguishing Characteristics

This is an entry level classification working under general supervision within the Trace Evidence department. Positions in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence and findings. Employees receive instruction or assistance as new or unusual situations arise, and are expected to obtain/maintain awareness of methods, protocols, procedures, and applicable regulations for the analysis of data and results.

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.

- 35% +/- 10%
- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification.

- 30% +/- 5%
- Scans tenprint cards into Automated Fingerprint Identification System.

- 20% +/- 5%
- Releases fingerprint information to Law Enforcement Agencies in a timely manner so as to positively impact investigations and prevent lost time and resources; responds to requests for fingerprint information from outside agencies.

- 7% +/- 3%
- Performs maintenance of AFIS equipment.

- 5% +/- 3%
- Compiles and reviews standard operating procedures regarding obtaining and documenting fingerprints; trains individuals/agencies on the collection of fingerprints from deceased individuals.

- 3% +/- 1%
- Communicates with the Medical Examiner, a variety of department employees, local, state and national Law Enforcement and other Forensic Laboratories, other outside agencies, and members of the public.

Forensic Scientist 1 – Fingerprints

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in biology or a related field and one (1) year experience in taking legible fingerprints, classifying and comparing fingerprints in a law enforcement or other capacity; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel policies and procedures, internal standards regarding control of evidence handling.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, fingerprint identification documentation, training materials, supply orders, periodic 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, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with law enforcement personnel/agencies, doctors, departmental employees and administrators.

Forensic Scientist 1 – Fingerprints

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to toxic agents, bodily fluids, toxins and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

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.

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.

- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.

- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.

- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.

- 10% +/- 5%
- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned.

- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

Forensic Scientist 1 - Toxicology

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related science and one (1) year of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

Forensic Scientist 1 - Toxicology

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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 medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - DNA	Class Number:	1071222
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to test forensic samples for serological analysis, human DNA; to generate profiles from forensic samples and compare profiles to known sources of human DNA, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a professional, journey-level classification that receives general supervision from the Forensic DNA Laboratory Supervisor. Employees in this classification independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations for the analysis of data and results.

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.

- 50% +/- 15%
- Receives and evaluates evidence that provide samples for forensic testing of human DNA; conducts serology testing and microscope examinations; cuts evidence sections for processing; extracts, quantifies and amplifies DNA; prepares DNA for analysis on genetic analyzer and analyzes data; compiles data and writes reports; communicates and explains results to detectives and prosecuting attorneys.
- 20% +/- 10%
- Uploads into and reviews DNA profiles from the Combined DNA Index System (CODIS), the national DNA database; maintains the CODIS system locally.
- 10% +/- 5%
- Reviews/compiles case files and DNA evidence; testifies as DNA expert witness in court as required.
- 15% +/- 10%
- Performs maintenance on laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology or chemistry with coursework in biochemistry, genetics, molecular biology and statistics or population genetics and two (2) years of experience in DNA analysis; or an equivalent combination of education, training, and experience.

Forensic Scientist 2 – DNA

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level geometry and perform statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including quantification data chart, standard curve, electropherograms, statistical reports chain of custody record, case history form, trace evidence report, and CODIS data and reports.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, MSDS records for hazardous materials, training manual, equipment manuals and scientific publications.
- Ability to prepare DNA case reports, case forms and charts, statistical reports, maintenance documents, equipment/reagent orders, 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 medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with departmental employees, attorneys, law enforcement personnel, and sales representatives.

Forensic Scientist 2 – DNA

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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:	Forensic Scientist 2 – Drug Chemistry	Class Number:	1071251
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive evidence from various law enforcement agencies and perform analytical assays to detect and quantify drugs, alcohol, and other chemicals—and provide expert testimony in court regarding findings as needed.

Distinguishing Characteristics

This is a journey-level classification working under general supervision of the Drug Chemistry Laboratory Supervisor. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 60% +/- 10%
- Prepares and performs chemical analysis to determine drug evidence; retrieves evidence from storage; verifies information on evidence bag and compares with submission form; opens evidence following proper procedure; weighs contents of evidence; performs preliminary color tests; takes samples for confirmation tests; repackages and reseals evidence; places samples on appropriate instrument for confirmation; transports evidence back to controlled substance holding area.
- 20% +/- 10%
- Reviews, processes and report chemical analysis results; reviews data on instruments; enters analytical results into computer database; writes case reports; copies, files and forwards individual case results to appropriate individuals and/or agencies.
- 15% +/- 3%
- Ensures integrity of analysis methods; maintains and troubleshoots laboratory instruments; performs Valpro Calibration on FTIR instruments; performs system check on Shimadzu Instrument; performs required maintenance on all other instruments used in lab; measures and documents refrigerator temperatures; and prepares chemical reagents following prescribed processes; performs weight checks on balances; and performs color tests with Test Mix.
- 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding chemical analysis; Prepares for court testimony and testifies in court as an expert witness;

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, chemistry or biochemistry, genetics or related field and two (2) years of laboratory experience; or an equivalent combination of education, training, and experience.

Forensic Scientist 2 – Drug Chemistry

Additional Requirements

May require attainment of applicable scientific field certification.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including evidence submission forms, instrument data reports, subpoena, and case history information.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, Ohio Revised Codes, online drug identification databases, training manual, instrument/equipment manuals, safety manual, and quality assurance manual.
- Ability to prepare drug chemistry reports, evidence discrepancy forms, color tests and balance check logs, drug chemistry worksheets, communication record forms, literature review forms, 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 medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Forensic Scientist 2 – Drug Chemistry

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - Toxicology	Class Number:	1071242
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results. This position is differentiated from that of the Forensic Scientist 1 – Toxicology by a greater level of responsibility, experience and/or education.

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.

- 40% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE) for analysis, and additional wet chemistry techniques and other techniques for analysis; accessions specimens from autopsies conducted within this Office and specimens received from police and probation agencies.

- 20% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals and/or agencies; accesses postmortem and anti-mortem cases in database as needed.

- 15% +/- 3%
- Trains new employees, student interns and student shadows; reviews data generated by other Toxicologist's assays.

- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.

- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods; performs method development/assay validation as assigned by the Chief Toxicologist or Laboratory Supervisor.

5% +/- 2%

Forensic Scientist 2 - Toxicology

- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls including the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned; participates in research projects under the direction of the Chief Toxicologist.

5 % +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; assists Forensic Toxicologist III with training and/or work assignments as directed; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medicinal Technology, Biology or closely related science and two (2) years of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra and basic chemistry related math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

Forensic Scientist 2 - Toxicology

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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 medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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:	Forensic Scientist 2 – Trace Evidence	Class Number:	1071262
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and conduct laboratory analysis for the identification of material evidence; to examine and prepare evidence collected or submitted by outside agencies.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

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.

- 40% +/- 10%
- Conducts a examinations of evidence collected at crime scenes and from autopsies, including hands, clothing weapons, vehicles, serological evidence, paint, fiber, hair, impressions; conducts physical match examinations, tape examinations, and blood flight characteristics; photographs items of evidence; reconstructs shooting scenes.

- 25% +/- 5%
- Reviews case files and DNA evidence; extracts, quantitates, amplifies and analyzes DNA; compiles data and prepares written reports on findings; enters data into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons.

- 15% +/- 5%
- Utilizes a variety of tools, equipment and techniques including genetic analyzer, stereo microscopy, compound microscopy, polarized light microscopy, scanning electron microscopy, and Fourier transform spectroscopy (FTIR).

- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers evidence into storage

- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Forensic Scientist 2 – Trace Evidence

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, chemistry or biochemistry, genetics or related field and two (2) years of laboratory experience performing evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including quantitation data chart, standard curve, electropherograms, statistical reports, chain of custody record, case history form, trace evidence report, CODIS data and reports, clothing lists, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare DNA case report, case forms and charts, statistical report, maintenance documents, purchase orders, clothing list, chain of custody, laboratory report, trace evidence report, 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 medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Forensic Scientist 2 – Trace Evidence

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - DNA	Class Number:	1071223
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform DNA analysis, analyze data, interpret results, prepare reports for assigned casework and testify in the court of law as an expert witness.

Distinguishing Characteristics

This is a certified, professional level classification. Incumbents in this classification exercise discretion in applying goal and policy statements, in resolving any unit service delivery problems and in coordinating the work of assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. This classification provides instruction and assistance to staff as new technology becomes available, and is expected to stay up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

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.

- 50% +/- 10%
- Examines and processes DNA evidence; conducts serology testing and microscope examinations; extracts, quantitates, amplifies and analyzes DNA; develops STR profiles; reviews data; coordinates and reviews attending reports.

- 25% +/- 5%
- Reviews case files and DNA evidence; compiles data and prepares written reports on DNA findings; uploads profiles into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons.

- 10% +/- 5%
- Initiates cases with clients, attorneys or appropriate organizations; communicates with attorneys and law enforcement personnel to explain test results; communicates with vendors; sends letters, reports and collection kits as needed.

- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers evidence into storage; conducts department maintenance; troubleshoots equipment as needed.

- 5% +/- 2%
- Testifies in court as an expert witness; attends training sessions, meetings and seminars as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, biochemistry, molecular biology, population statistics, genetics or related field and five (5) or more years of forensic laboratory experience performing DNA analysis; or an equivalent combination of education, training, and experience.

Forensic Scientist 3 – DNA

Additional Requirements

Certification in applicable scientific field.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to utilize a variety of laboratory equipment including DNA extraction, quantification and amplification equipment, genetic analyzers, cameras, a variety of microscopes, reagent kits, and laboratory tools.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform college level algebra, and perform statistical analysis, inference and theory.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS conformation letters, CODIS data and reports, requests for information release, subpoenas, billing invoices, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, serology manuals, forensic science books and journals, instrument/equipment manuals, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare statistical analysis, DNA forensic case reports, case forms and charts, standard operating procedures, quality assurance reports, maintenance documents, purchase orders, 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 medical/scientific and forensic terminology and language.
- Ability to communicate with, and to develop and maintain effective working relationships with other departmental employees, supervisors, law enforcement personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

Forensic Scientist 3 – DNA

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - Toxicology	Class Number:	1071243
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is a certified, professional level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques for alcohol, drugs and other chemicals. They may also supervise and review the work of less experienced analysts. A single person with the classification of Forensic Scientist 3 - Toxicology will be assigned the additional task of Quality Assurance Officer. In addition to being responsible for analyte assays, the person who is made Quality Assurance Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 and the American Board of Forensic Toxicology are met.

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.

- 40% +/- 10%
- Conducts toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-Liquid Extraction (LLE) and Solid-Phase Extraction (SPE) techniques for SCAN and/or SIM analysis on Agilent GC/MS; prepares standards and quality control solutions; analyzes blood specimen for carbon monoxide.
- 20% +/- 10%
- Processes validation data from analytical work; analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; reviews proficiency testing data and reports results online; copies, files and forwards individual case results to appropriate individuals and/or agencies.
- 10% +/- 5%
- Maintains equipment function and proper inventory levels of critical reagents; maintains equipment by cleaning Agilent MSD sources; maintains Rotary Vane Pumps of Agilent GC/MS; orders and maintains the exchange of gasses (helium, air, and hydrogen) upon delivery; orders instrument parts and critical reagents.
- 5% +/- 2%
- Communicates/coordinates with attorneys, law enforcement personnel, and outside laboratories regarding chemical analysis; coordinates send-outs to outside laboratories; prepares for court testimony and testifies in court as an expert witness as needed.
- 5% +/- 2%
- Ensures overall quality of Toxicology results; develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods; improves software to use with assays.
- 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members' assays; supervises and reviews work of less experienced

Forensic Scientist 3 - Toxicology

technicians. As needed will accessions specimens from autopsies conducted within this Office and specimens received from police and probation agencies. Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.

10% +/- 5%

- Participates in research projects under the direction of the Chief Toxicologist.

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals. Performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree with a specialization in Chemistry, Forensic Toxicology, Forensic Chemistry, Clinical Chemistry, Biology or related field and five (5) years of increasingly responsible laboratory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and instruments including pipettes, test tubes, cutters, bulbs, reagents, chemicals, and drugs.
- Typical physical demands to perform the essential functions.

Supervisory Responsibilities

- May assist with supervision and review work of department staff.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra, and basic chemistry related math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Forensic Scientist 3 - Toxicology

- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, proficiency data, ELISA data, EMIT data, police testing request forms, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare maintenance log, quality control log, GC/MS Data Sets, drug reference standard log sheet, validation statistics, litigation package, data analysis reports, methods validation reports, toxicology reports, pre-court testimony purchase orders, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data 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 medical/forensic terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, Chief Toxicologist, Pathologists, IT Department personnel, Law Enforcement personnel, attorneys, and others.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Histology Technician	Class Number:	1071141
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to prepare slides of body tissue for microscopic examination by freezing and cutting tissues, mounting on slides, and staining with special dyes to make the details visible under the microscope.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations regarding the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Prepares slides of body tissue for microscopic examination; receives or retrieves specimens; processes specimens by inspecting and trimming tissues from autopsy; embeds tissue into blocks; prepares samples for observation under transmitted light or electron radiation by organizing, facing, sectioning and labeling slides; stains samples; cover slips slides.

- 20% +/- 5%
- Performs data entry and generates labels; signs out slides and transports; files blocks and slides; purges archive files.

- 15% +/- 10%
- Performs cleaning and maintenance of instruments; maintains inventory and orders supplies; evaluates equipment and discusses with sales representatives.

- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented by college coursework or technical training in histology and two (2) years of laboratory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification as a Histology Technician through the American Society for Clinical Pathology (ASCP) is required.

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

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

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of tools and equipment including forceps, scalpel, blades, tissue processor, Tissue Tek, Microtome and drying oven.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including case record sheets and diagnostic reports.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, histology text books, the internet, and operating manuals.
- Ability to prepare purchase requests, case record sheet, cleaning sheets, hazardous materials notebook, assist in preparing standard operating procedures, 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 medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, morticians, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, laboratory tools and equipment.

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:	Laboratory Technician- Toxicology	Class Number:	1071112
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive and obtain evidence from multiple sources, establish a chain of custody for evidence received, ensure proper packaging/sealing of evidence to prevent contamination, communicate request for analysis to appropriate department and perform a variety of laboratory cleaning and supplies disposal duties.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this classification. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

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.

- 35% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies, and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; performs variety of laboratory functions and/or prepares testing on evidence; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records; analyzes carboxyhemoglobin for STAT determinations using both an Avoximeter and a spectrophotometric method.
- 15% +/- 5%
- Enters case results in the ToxLab Pathways system based on a testing hierarchy; assists with locating specimens for analysis; prepares specimen collection tubes for Receiving Department and Autopsy Room; acts as the primary person responsible for preparing shipping packages and sending cases out to reference laboratories for testing.
- 20% +/- 5%
- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence in process of examination in the laboratory; maintains integrity of evidence storage rooms, refrigerators and freezers; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by ASCLD and laboratory policies.
- 15% +/- 5%
- Assists by cleaning the laboratory, washing glassware and miscellaneous duties as necessary; maintains laboratory cleanliness by wiping counter surfaces, fume hoods leans and puts away glassware; assists Quality Assurance Officer in walk in refrigerator/freezer organization and evidence sealing; organizes, maintains and disposes of specimens in the refrigerator and freezer; replaces full biohazard/sharps containers with clean ones and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps and glass trash boxes/containers in Extraction and Instrument rooms.

Laboratory Technician

10% +/- 3%

- Prepares a variety of submission, inventory and release documentation; operates computer system, entering data and records into computer system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents. Maintains all records related to room/refrigerator/freezer temperature(s), hood flow velocity. Provides administrative and technical assistance. Assists with copying and filing of data. Assists with putting away and organizing laboratory supplies.

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational or technical training and two (2) years experience in performing clerical and inventory control duties; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a limited variety of laboratory tools and supplies.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Log Books, paper and electronic inventory records, 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 basic legal and forensic terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in “walk-in” refrigerator and Freezer environments for short periods of time.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Morgue Operations	Class Number:	1071214
FLSA:	Exempt	Pay Grade:	15
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Morgue Operations division of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol; to provide responsible and complex administrative support of the County Medical Examiner.

Distinguishing Characteristics

This is a first-level management classification that manages the body transport, morgue receiving, mass fatality and property and clerical functions of the division directly and through subordinate supervisors. This class works under the general direction of the Administrator of the Medical Examiner's office, and participates in development of departmental objectives, priorities, procedures and division budget. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned cases and activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Assumes management responsibility for morgue operations functions in compliance with local, state, and federal laws, regulations and department protocol; participates in development and implementation of departmental procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; assesses staffing requirements; prepares and reviews budgetary documents; participates in disaster response planning.
- 20% +/- 10%
- Supervises morgue operations directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Participates cooperatively with investigations of death scenes and police related deaths; takes photographs and works with photographers.
- 20% +/- 10%
- Communicates with a variety of members of the public, consultants, outside and County agencies, related businesses including police departments, funeral homes, hospitals, and other investigators and Medical Examiners.
- 10% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field.

Manager, Morgue Operations

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in mortuary services or related field to include biology, physiology, anatomy, and/or pathology and six (6) years experience in a Medical Examiner's Office, hospital, police department or as a funeral director; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid 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 computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including first call sheets, investigation, anti-terrorism, police and emergency medical services, and pathology reports, spending plans, case records, and departmental memos.

Manager, Morgue Operations

- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, investigation reports, spreadsheets training manuals, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors police personnel, emergency medical services, Life Banc staff, consultants, doctors, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment, but requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 1	Class Number:	1071211
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to participate in investigations by telephone or on site in order to obtain and document information pertaining to the circumstances of deaths that have been reported to the Medical Examiner's Office; to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification receive general supervision from the Chief Investigator. The incumbents exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

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.

- 15% +/- 5%
- Receives reports of death from physicians, law enforcement agencies, hospital personnel, and other persons; dispatches ambulance crews as appropriate; obtains information regarding circumstances of death; obtains information on medical history and medications used; determines whether the case is within the legal jurisdiction of the Medical Examiner.
- 35% +/- 10%
- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws, regulations and department protocol; interviews relevant persons including family members, law enforcement, and safety officers; examines the body to determine if death is due to homicide, suicide, accident, sudden unexpected infant death (SUID) or from non-traumatic causes; secures physical, scientific, and pathological evidence such as clothing, weapons, drugs, bodily fluids, specimens, and liver temperatures; photographs physical evidence and the scene of death; completes relevant forms and enter information into computer; documents times actions taken prepare a report on the scene investigation; notifies families.
- 30% +/- 10%
- Receives and releases bodies; catalogs and secures property and medications; undresses and tags bodies on arrival at the morgue; documents height, weights, eye and hair color; completes paperwork to release the body to funeral home; releases information to the media as appropriate.
- 15% +/- 10%
- Communicates with a variety of members of the public, family members, pathologists, police department personnel, funeral homes, hospitals, and other investigators; reports deaths to LifeBanc; answers questions regarding history, circumstances and physical examination of decedent.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

ME Investigator I

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational or technical training or college coursework in biology, physiology, anatomy, criminal justice and/or pathology desirable, and three (3) years experience in a medical examiner's office, hospital, medical facility, or police department; or an equivalent combination of education, training, and experience.

Additional Requirements

ABMDI certification is required within 18 months of date of hire.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory duties.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene 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, to follow instructions.

ME Investigator I

- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in a lab environment, but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 2	Class Number:	1071212
FLSA:	Non-Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death and to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is a senior level classification within the Investigator series. Positions in this class receive general supervision from the Chief Investigator. Incumbents exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This class is distinguished from the Investigator I by a greater level of experience and additional responsibilities.

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.

- 10% +/- 5%
- Receives reports of death from physicians, law enforcement agencies, hospital personnel, and other persons; dispatches ambulance crews as appropriate; obtains information regarding circumstances of death, medical history and medications used; determines whether case is within legal jurisdiction of the Medical Examiner; initiates contact with pertinent individuals/agencies to obtain additional information.
- 40% +/- 10%
- Performs investigations into circumstances of death in compliance with local, state, and federal laws, regulations and department protocol; interviews relevant persons including family members, law enforcement, and safety officers; performs preliminary examination of body and death scene; examines the body to determine cause of death; determines evidence required; obtains and secures physical, scientific, and pathological evidence such as clothing, weapons, drugs, bodily fluids, specimens, and liver temperatures; photographs physical evidence and the scene of death; completes relevant forms and enters information into computer; documents times actions taken prepare a report on the scene investigation; notifies families.
- 30% +/- 10%
- Receives and releases bodies; inspects identification tags and verifies receipt of correct remains; conducts/secures inventory of clothing and personal effects and accepts/maintains chain of custody; obtains medical records to include with body; completes paperwork to release the body to funeral home; releases information to the media as appropriate.
- 15% +/- 10%
- Communicates with a variety of members of the public, family members, pathologists, police department personnel, funeral homes, hospitals, and investigators; acts as liaison to LifeBanc Organ and Tissue Donation Services; reports deaths to LifeBanc; answers questions regarding history, circumstances and physical examination of decedent.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

ME Investigator II

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, physiology, anatomy, criminal justice and/or pathology and three (3) years experience in a medical examiner's office, hospital, medical facility, or police department; or an equivalent combination of education, training, and experience.

Additional Requirements

ABMDI certification is required within 18 months of date of hire.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to review and coordinate the work of other employees and to maintain quality standards within their shift.
- Ability to provide orientation instruction to new employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

ME Investigator II

- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in a lab environment, but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Secretary	Class Number:	1011441
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform administrative duties involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is an entry/journey level clerical classification performing under direction of the Medical Secretary Supervisor. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

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.

- 50% +/- 10%
- Prepares cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records from multiple sources including funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, etc.; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; and verifies accuracy of records.
- 25% +/- 5%
- Communicates with Pathologists, outside agencies, and families of deceased; answers phones and takes messages or provides information; assists families with questions regarding death; calls Children & Family Services on cases involving individuals under eighteen (18) years old; faxes reports for children two (2) years and under to Sudden Infant Death Network of Ohio.
- 25% +/- 5%
- Performs a variety of administrative tasks related to department objectives; creates bills for other counties for autopsies performed and forwards to appropriate agencies; files toxicology reports, subpoenas, records, and miscellaneous case paperwork; locates, obtains and prints vital statistics sheets for child fatalities cases for child death meetings; performs data entry of case information.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training in medical administration or related field and two (2) years of experience in performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Medical Secretary

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cause of death rough drafts, anatomic and microscopic descriptions, monthly lists of child death, records request slips from Pathologists.
- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare Sudden Infant Death Network reports, bills for out of county cases, records request forms, child fatality lists, purchase orders, vital statistics reports, death certificates, supplemental death certificate, 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 basic medical terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with family members of the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Secretary Supervisor	Class Number:	1011442
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature, ensuring accuracy and completeness of work.

Distinguishing Characteristics

This is first-line supervisory class that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

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.

- 35% +/- 10%
Organizes, prioritizes, and assigns work of Medical Secretaries; ensures that subordinates have the proper resources needed to complete assigned work; monitors status of work in progress and reviews completed work for accuracy and completeness; consults with assigned staff to assist with complex/problem situations and provide technical expertise; manages workflow and procedure changes; prepares employee performance reviews.
- 20% +/- 5%
Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 25% +/- 5%
Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 5%
Performs a variety of administrative tasks related to department objectives; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; consults with Office Supervisor to assist with duties and give or receive advise/direction; performs data entry of case information.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in medical or business administration or related field and two (2) years experience in performing medical transcription and general clerical duties; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Medical Secretary Supervisor

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

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.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Morgue Technician	Class Number:	1071121
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to staff the receiving desk at the morgue; receiving, attending to, and releasing bodies and cataloguing and securing personal property; performs reception work and cleans the facility and equipment.

Distinguishing Characteristics

This is an entry level classification. Positions in this class receive immediate supervision from the Chief Investigator or other first line supervisor. Incumbents in this classification exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

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.

- 35% +/- 10%
- Performs clerical work for the County Morgue; answers telephones, provides information, takes reports; performs data entry and prepare paperwork.
- 20% +/- 10%
- Receives and releases bodies; catalogs and secures property and medications; undresses and tags bodies on arrival at the morgue; draws blood and urine samples for toxicology; collects and documents specimens from police departments; completes paperwork to release the body to funeral home.
- 5% +/- 5%
- Views bodies with family members and doctors.
- 20% +/- 5%
- Performs maintenance duties; cleans body carts, mops and sweeps floors; wash clothes; prepare toxic and soiled linen for removal.
- 15% +/- 10%
- Communicates with a variety of family members, pathologists, police department personnel, funeral homes, hospitals, and investigators.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

Morgue Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid 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 computers and peripheral equipment;
- Ability to perform cleaning and morgue duties including exertion of a moderate amount of physical effort to stoop, crouch, and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. 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 clothing lists, toxicology/laboratory specimen forms, morgue handling fees, x-rays, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics 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, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.

Morgue Technician

- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor 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:	Morgue Technician Supervisor	Class Number:	1071122
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise staff and participate in work of the County morgue, receiving, attending to and releasing bodies, and cataloguing and securing personal property of the decedent; ensuring cleanliness of facilities and equipment and performing reception work.

Distinguishing Characteristics

This is a first-line supervisory level classification. Employees in this classification receive general supervision and are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 20% +/- 10%
- Organizes, prioritizes, and assigns work of Morgue Technicians; prioritizes and schedules work activities; ensures that subordinates have proper resources needed to complete assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise.

- 30% +/- 10%
- Receives and releases bodies; catalogs and secures clothing, personal property and medications; undresses and tags bodies on arrival at morgue; draws blood and urine samples for toxicology; collects and documents specimens from police departments; completes paperwork to release the body to funeral home.

- 20% +/- 5%
- Performs clerical work; answers telephones, provides information, and takes reports; performs data entry and prepares paperwork; inventories department supplies; prepares purchase orders as needed; collects and processes biohazard boxes.

- 15% +/- 5%
- Performs maintenance duties; cleans body carts, mops and sweeps floors; wash clothes; prepare toxic and soiled linen for removal.

- 10% +/- 5%
- Communicates with a variety of family members, pathologists, police department personnel, funeral homes, hospitals, and investigators; views bodies with family members and doctors.

- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

Morgue Technician Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in anatomy, funeral services, or related field and five (5) years experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid 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 computers and peripheral equipment.
- Ability to perform cleaning and morgue duties including exertion of a moderate amount of physical effort to stoop, crouch, and lift in performance of assigned duties.

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. 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 clothing lists, toxicology/laboratory specimen forms, Life Banc forms, biohazard forms, morgue handling fees, x-rays, and funeral home release documentation.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.

Morgue Technician Supervisor

- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, supply forms, daily form, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with Morgue Technicians, family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office and morgue environment with exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parentage Laboratory Supervisor	Class Number:	1071274
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Parentage and Identification Laboratory of the Medical Examiner's Office, ensuring that policies and procedures are adhered to regarding parentage testing, identification of biological samples, interpretation of results, review of calculations, and preparation of reports.

Distinguishing Characteristics

This is a supervisory management level classification under general supervision of the Director of Parentage and Quality Assurance Manager. The employee in this class is expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensure proper preservation and documentation of evidence. Employees in this class provide instruction and assistance to staff as new technology becomes available, and is expected to stay abreast of methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

Essential Job Functions

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

- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates analysis duties; ensures that work is completed accurately and in a timely fashion; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; responds to employee issues and concerns; conducts meetings with staff; compiles performance statistics.
- 25% +/- 10%
- Performs administrative and technical case review; reviews DNA analysis; compiles data and prepares written reports on parentage and/or DNA findings; uploads profiles into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons; testifies in court as an expert witness.
- 20% +/- 10%
- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting drug chemistry; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.
- 20% +/- 5%
- Examines and processes DNA evidence; conducts serology testing and microscope examinations; extracts, quantitates, amplifies and analyzes DNA; develops STR profiles; reviews data for relationship testing; coordinates/reviews parentage analysis and attending reports.

Parentage Laboratory Supervisor

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy.

5% +/- 2%

- Monitors a variety of department functions; reviews log books, maintenance records and analyst's daily workplace logs; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, forensic chemistry, biochemistry or related field and six (6) years experience as an analyst in a drug chemistry lab; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Attainment of applicable scientific field certification.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including DNA extraction, quantification and amplification equipment, genetic analyzers, cameras, a variety of microscopes, reagent kits, and laboratory tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide serve in a supervisory capacity, influence others, instruction to other employees and to act on employee problems.
- Ability to implement disciplinary procedures.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Parentage Laboratory Supervisor

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS conformation letters, CODIS data and reports, requests for information release, subpoenas, billing invoices, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, serology manuals, forensic science books and journals, Parentage and ID Department and DNA Department training manuals, instrument/equipment manuals, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare statistical analysis, DNA forensic case reports, DNA relationship reports, case forms and charts, management reports, standard operating procedures, quality assurance reports, maintenance documents, purchase orders, 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 medical, scientific and forensic terminology and language.
- Ability to communicate with, and to develop and maintain effective working relationships with other departmental employees, supervisors, law enforcement personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pathology Assistant	Class Number:	1071152
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform examining room duties involving the preparation of decedents for autopsy.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Forensic Pathologist. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations for the performance of duties.

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.

- 45% +/- 10%
- Prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during a homicide autopsy; x-rays decedents; assists in external examination of decedents; disposes of biohazard materials including fixed tissue and organs and other refuse from autopsy.

- 25% +/- 5%
- Performs data entry and document procurement.

- 15% +/- 10%
- Performs cleaning and maintenance of the work environment before and after autopsy; sets up and stocks work stations, replacing supplies; places instruments for autopsy; prepares labels for autopsy using computers; transfers and maintains evidence in storage; maintains inventory supply.

- 15% +/- 5%
- Attends viewings and assists as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in anatomy, funeral services, biology, or related field and five (5) years experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid Ohio driver's license.

Pathology Assistant

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of tools and equipment including an x-ray equipment, autopsy instruments, and an incinerator.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records and hospital notes, out-of-county Medical Examiner information, police information, Life Banc retrieval list; dosimetry reports, and packing slips and order forms.
- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, employee handbook, operating manuals and exit diagrams.
- Ability to prepare x-ray request form, time sheets, case labels, tissue disposal logs, retained tissue log, permanent save tissue log, daily case log, purchase requests, incineration charge sheets; incinerator temperature sheet, 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 medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, family members, investigators, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and morgue equipment/machinery.

Pathology Assistant

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pathology Assistants Supervisor	Class Number:	1071161
FLSA:	Non - Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide autopsy assistance to the Medical Examiner and to assist in the supervision of department staff, ensuring a clean, safe work environment, regulatory compliance, and proper training and performance.

Distinguishing Characteristics

This classification is a first-line supervisor level within the Autopsy Department. Employees in this classification receive general supervision from the Forensic Pathologist 3. . Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

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.

- 40% +/- 10%
- Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; assists with collection of specimens and evidence taken during autopsy; x-rays decedents; assists in external examination of decedents; disposes of biohazard materials including fixed tissue, organs and other refuse from autopsy; maintains autopsy logs.

- 20% +/- 5%
- Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that work stations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy; transfers and maintains evidence in storage.

- 15% +/- 5%
- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms.

- 15% +/- 5%
- Performs inventory control functions; maintains inventory of consumable items; prepares purchase orders as needed; ensures certification of vendors prior to placing orders; obtains product information and quotes from vendors.

- 10% +/- 5%
- Assists supervising department staff; plans staffing and schedules to facilitate work flow within the unit and interdepartmentally; assists staff with complex or problem situations; reviews and submits employee time sheets; oversees proper utilization of MyHR for employee attendance, time-off requests, etc.; trains new staff in operations, policies, and procedures.

Pathology Assistants Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in anatomy, funeral services, biology, or related field and three (3) years experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of tools and equipment including x-ray equipment, autopsy instruments, and an incinerator.

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including, statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, patient/hospital records, LifeBanc documents, HR policies and procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, autopsy logs, radiologic review records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Pathology Assistants Supervisor

- Ability to serve in a supervisory capacity, convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, pathologists, vendors, and those in attendance/observance of autopsy.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and morgue equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Toxicology Laboratory Supervisor	Class Number:	1017244
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of evidence in cases of homicide, suicide, and/or suspicious death; to analyze evidence to detect poisonings; to aid legal investigations of death, poisoning, and drug use.

Distinguishing Characteristics

This is a first-line supervisory and management level classification. The employee in this classification is expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensure proper preservation and documentation of evidence. Employees in this class provide instruction and assistance to staff as new technology becomes available, and is expected to stay abreast of methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

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.

- 40% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; coordinates schedules; ensures that work is completed accurately and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; assists staff with complex or problem situations; responds to employee issues and concerns; interacts with pathology staff and law enforcement personnel and testifies in legal proceedings when required.
- 25% +/- 10%
- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; determines which drug and/or toxic substances are present, in what concentrations, by performing instrumental analysis and chemical testing on evidentiary items; prepares samples for instrumental analysis and chemical reagents necessary for work products; calibrates and maintains instruments. In the absence of the Chief Toxicologist will report/sign out cases and interpret the probable effects of drugs and/or chemicals.
- 20% +/- 10%
- Ensures that activities are completed on-time and accurately; reviews required reports; analyzes, interprets and reports on assigned case work; manages case statistics, routinely monitors and periodically provides court testimony; implements and enforces quality assurance procedures; ensures that safety procedures are followed; prepares all necessary paperwork.
- 10% +/- 5%
- Ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; ensures that all instruments are performing as required and implements solutions to faulty instrumentation when needed.

Toxicology Laboratory Supervisor

5% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains staff on new procedures; conducts unit meetings with staff when required by the absence of the Chief Toxicologist, presents results of research at national meetings, and publishes in peer-reviewed scientific journals

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related chemistry field and six (6) years experience preferably in a forensic environment, with two years at a supervisory level, performing chemical analysis; some supervisory experience is desirable; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including pipettes, cutters, bulbs, reagents, chemicals, and drugs.

Supervisory Responsibilities

Functions as the general laboratory supervisor and is responsible for the daily management of the lab. This individual will be familiar with all administrative and testing procedures and may supervise the work of all analysts; he or she should be capable of performing full scientific review of all test data, and act for the Chief Toxicologist in his or her absence. These duties will include the following:

- Responsible for the day to day operation of the forensic toxicology laboratory. This includes providing staff with work lists, and maintaining a safe and efficient work environment.
- Directly supervises chemists and laboratory aide.
- Responsible for supervision of troubleshooting and repair of instruments.
- Conducts toxicological analyses when necessary.
- Co-ordinates training of new employees and interns.
- Substitutes for the Chief Forensic Toxicologist in his absence as needed.
- Participates in research projects under the direction of the Chief Forensic Toxicologist.

Toxicology Laboratory Supervisor

- Accessions specimens from autopsies conducted within CCMEO; specimens received from police and probation agencies when necessary.
- TOXLAB/PathWays database administrator able to query database.
- Assists Chief Forensic Toxicologists with data review.
- Conducts/supervises method development and validation.
- Performs intermittent Technical Review of completed cases.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform statistical analysis and basic chemistry math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.

Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors and members of the public.

Toxicology Laboratory Supervisor

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Trace Evidence Lab Supervisor	Class Number:	1071264
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in collection and analysis of evidence in cases of homicide, suicide, and/or suspicious death for the Trace Evidence unit; to examine the evidence in order to establish a link between the victim and a suspect, the victim and a crime scene, or a suspect and a crime scene.

Distinguishing Characteristics

This is a first-line supervisory and management level classification. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. This class provides instruction and assistance to staff as new technology becomes available, and is expected to stay up-to-date on methods, protocols, procedures applicable regulations, and methods for the analysis of data and reporting of results.

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.

- 40% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; coordinates on-call and work rotation schedules; ensures that rush case requests are handled properly and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns.
- 20% +/- 10%
- Participates in crime scene investigations; identifies and collects materials of an evidentiary value; performs instrumental analysis and chemical testing on evidentiary items; prepares samples for instrumental analysis and chemical reagents necessary for work outcomes; calibrates and maintains instruments.
- 15% +/- 10%
- Ensures that activities are completed on-time and accurately; reviews required reports; analyzes, interprets and reports on assigned case work; manages case statistics, routinely monitors and periodically provides court testimony; implements and enforces quality assurance procedures; ensures that safety procedures are followed.
- 10% +/- 5%
- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

EXHIBIT JJ

Trace Evidence Lab Supervisor

- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion
- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, chemistry, physics, geology or a related field with six (6) years experience performing evidence analysis; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Must be capable of obtaining a valid 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 computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations and implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand college level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

Trace Evidence Lab Supervisor

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including record of evidence submissions, chain of custody records, record of evidence release, case final reports, requests for information release, subpoenas, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, and instrument manuals.
- Ability to prepare case file find reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos, and reports, standard operating procedures, quality assurance 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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.

Case Manager

- Ability to communicate clearly and to develop and maintain effective working relationships with family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0156

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,579,650.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald/Department of Human Resources has authorized an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,579,650.00; and

WHEREAS, the primary goals of the project are to: (1) provide the Vitality Wellness Program automated wellness platform for county employees, (2) provide ongoing support services to the County's wellness program including education training and program management for employees participating in the program, and (3) provide integration of HRA function into the program to directly support the incentive reward delivery to employees; and

WHEREAS, this contract is funded by Hospitalization Self Insurance Fund; and

WHEREAS, it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council authorizes an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the

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