



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 4, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE MARCH 21, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2017-0056: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**
- 8. ADJOURNMENT**

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***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 21, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:08 a.m.

2. ROLL CALL

Ms. Brown asked Assistant Deputy Clerk Culek to call the roll. Committee members Brown, Gallagher, Jones, Miller and Conwell were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 7, 2017 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the March 7, 2017 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2017-0044: A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective.

Mr. Eddy Kraus, Director of the Department of Regional Collaboration, addressed the Committee regarding Resolution No. R2017-0044. Discussion ensued.

Committee members asked questions of Mr. Kraus pertaining to the item, which he answered accordingly.

Mr. F. Allen Boseman addressed the Committee regarding his nomination to serve on the Cuyahoga County Personnel Review Commission. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2017-0044 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2017-0045: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.

Mr. Egdilio Morales, Director of Human Resources Employee and Labor Relations and Chief Labor Counsel; Ms. Amy Marquit Renwald, Assistant Law Director; Mr. Douglas Dykes, Chief Talent Officer; and Ms. Rebecca Kopcienski, Administrator for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2017-0045. Discussion ensued.

Committee members asked questions of Mr. Morales, Ms. Marquit Renwald, Mr. Dykes and Ms. Kopcienski pertaining to the item, which they answered accordingly.

A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to amend the first paragraph of Resolution No. R2017-0045 (Appendix A) Section 2.03 as follows:

“... These Merit Principles ~~in and of themselves~~ do not confer any ~~additional~~ rights upon an employee before the Personnel Review Commission. Employees’ rights to appeal to the PRC are governed by the Charter, Ohio Revised Code Chapter 124, and the County Code. A summary of the PRC’s appellate jurisdiction is set forth herein at Rule 3.02.”

A motion was then made by Ms. Brown, seconded by Mr. Gallagher and approved by majority vote to amend Resolution No. R2017-0045 (Appendix A) Section 2.03 by inserting “PRC” before “Merit Principles” in the section heading and refer Resolution No. R2017-0045 to the full Council agenda for second reading as amended, with Mr. Miller casting a dissenting vote.

- c) R2017-0050: A Resolution making an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 3/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Holly Woods, Director of Human Resources Benefits & Compensation, and Mr. Pat Smock, Program Officer for the Department of Human Resources, addressed the Committee regarding Resolution No. R2017-0050. Discussion ensued.

Committee members asked questions of Ms. Woods and Mr. Smock pertaining to the item, which they answered accordingly.

Ms. Brown introduced a proposed substitute to Resolution No. R2017-0050. Discussion ensued.

A motion was made by Mr. Jones, seconded by Mr. Miller and approved by unanimous vote to accept the proposed substitute.

Mr. Michael King, Special Counsel, addressed the Committee regarding the terms request for bid and request for proposal. Discussion ensued.

Committee members asked questions of Mr. King, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2017-0050 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 the rules, as substituted.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

There were no public comments given.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:45 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0056

Sponsored by: Councilmember Brown on behalf of Cuyahoga County 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 2.01 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 Personnel Review Commission 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 march 15, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommends 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:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

Exhibit A: Class Title: *Building Maintenance Superintendent*
Class Number: 1042115
Pay Grade: 10
*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B: Class Title: *Building Maintenance Supervisor*
Class Number: 1042112
Pay Grade: 7
*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit C: Class Title: *Case Control Supervisor*
Class Number: 1014413
Pay Grade: 12
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit D: Class Title: *Electronic Technician Supervisor*
Class Number: 1062511
Pay Grade: 8
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit E: Class Title: *Financial Reporting Manager*
Class Number: 1055115
Pay Grade: 15
* Revised to remove CPA License from the minimum requirements.

- Exhibit F: Class Title: *Records Management Officer*
Class Number: 1052221
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit G: Class Title: *Senior Budget Management Analyst*
Class Number: 1052212
Pay Grade: 15
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit H: Class Title: *Senior Justice System Advocate*
Class Number: 1056532
Pay Grade: 8
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit I: Class Title: *Employee Benefits Manager*
Class Number: 1053664
Pay Grade: 15
* Changed Classification number.
- Exhibit J: Class Title: *Employee Relations Specialist 1*
Class Number: 1053652
Pay Grade: 13
* Changed Classification number.
- Exhibit K: Class Title: *Employee Relations Specialist 2*
Class Number: 1053653
Pay Grade: 14
* Changed Classification number.
- Exhibit L: Class Title: *Human Resources Specialist*
Class Number: 1053713
Pay Grade: 14
* Changed Classification number.

Proposed New Classifications:

Exhibit M: Class Title: *Crime Analyst*
Number: 1062471
Pay Grade: 11

Exhibit N: Class Title: *Emergency Management Manager*
Number: 1062423
Pay Grade: 16

Exhibit O: Class Title: *Intelligence Analyst*
Number: 1062461
Pay Grade: 6

Exhibit P: Class Title: *Appraisal Manager – Residential/Agricultural*
Number: 1057105
Pay Grade: 16

Exhibit Q: Class Title: *ERP Information System Analyst -EAM*
Number: 1083111
Pay Grade: 15B

Exhibit R: Class Title: *ERP Information System Analyst - Fiscal*
Number: 1084111
Pay Grade: 15B

Exhibit S: Class Title: *ERP Information System Analyst - HRIS*
Number: 1085111
Pay Grade: 15B

Exhibit T: Class Title: *ERP Information System Analyst - Procurement*
Number: 1086111
Pay Grade: 15B

Exhibit U: Class Title: *Benefits Analyst*
Number: 1053663
Pay Grade: 9

Exhibit V: Class Title: *Employee Relations Associate*
Number: 1053651
Pay Grade: 8

Exhibit W: Class Title: *Human Resources Business Partner*
Number: 1053712
Pay Grade: 11

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: March 28, 2017

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Maintenance Superintendent	Class Number:	1042115
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to oversee building maintenance and custodial services for all County buildings, and supervise Building Maintenance Supervisors and Custodial Worker Supervisors.

Distinguishing Characteristics

This is a management classification with responsibility for supervising Custodial Worker Supervisors, Building Maintenance Supervisors, and other assigned staff in the daily operations of performing general building maintenance, alteration or repair in all County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Building Maintenance Supervisor class and has broader managerial and supervisory 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.

- 45% +/- 10%
- Oversees and performs general building supervision and maintenance duties; makes daily rounds with site supervisors; inspects all buildings for cleanliness and maintenance issues; monitors projects through completion; assures availability of proper equipment for all tasks; coordinates with outside contractors, vendors and tradesmen; inspects and maintains equipment; operates equipment to perform building maintenance duties or to demonstrate proper operation.
- 20% +/- 10%
- Supervises Building Maintenance Supervisors, Custodial Worker Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; prepares department work schedule; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 5% +/- 2%
- Performs safety inspections of building facilities and maintenance activities; assists with building health and safety inspections and maintains records; assists with resolving health and safety violations; observes staff to ensure that proper safety precautions are followed; remains on call and acts as first response to building issues and emergencies; participates on building security committee.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various meetings; prepares and reviews documents related to payroll, attendance records, requests for leave and overtime; prepares and reviews work orders; maintains records of completed work orders; reviews costing sheets; places

Proposed DATE

Building Maintenance Superintendent

inventory and supply orders; obtains quotes; maintains and updates material safety data sheets; performs additional duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Vocational or technical training in building trades with five (5) years of building maintenance experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of motorized equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader and tow motor.
- Ability to stand and walk for a prolonged period of time; ability to bend or twist; ability to climb.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems
- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

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 invoices, payroll documents, equipment maintenance records, building maintenance reports, work order requests, blueprints, inspection reports, time adjustment forms, costing sheets, material data and safety sheets, employee requests for time off, employee evaluations and other reports and records.

Building Maintenance Superintendent

- Ability to comprehend a variety of reference books and manuals including building trades publications, Ohio Revised Code, union contracts and Personnel Policies and Procedures Manual.
- Ability to prepare payroll documents, performance evaluations, attendance records, mileage reports, costing sheets, AWOL reports, equipment and supply inventories, work orders, incident reports, accident forms, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal, basic engineering, electrical and mechanical repair terminology and language.
- Ability to communicate with supervisors, directors, tradespeople, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, wildlife, bodily fluids, machinery, and traffic hazards.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Maintenance Supervisor	Class Number:	1042112
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise building maintenance and custodial personnel performing general building maintenance, alteration or repair for a collection of County buildings.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Worker Supervisors and other assigned staff in the daily operations of performing general building maintenance, alteration or repair for a collection of County buildings. Employees in this classification work under direction of the Building Maintenance Superintendent. Incumbents in this classification exercise 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.

- 35% +/- 10%
- Supervises Custodial Worker Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; prepares employee work schedules; approves employee time adjustment forms, overtime and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 35% +/- 10%
- Oversees and performs general building supervision and maintenance duties; inspects buildings and grounds for cleanliness and maintenance issues; assists the public, building employees and other staff members; responds to work orders; escorts outside contractors; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; assists with building security.
- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates building maintenance equipment to perform maintenance and repair tasks or demonstrate proper operation of equipment; inspects and maintains equipment.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

Proposed DATE

Building Maintenance Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of building maintenance experience, custodial experience, or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of machinery and equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, pallet jack, cardboard bailer, two and four wheel moving dollies and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged periods of time; ability to bend or twist; ability to climb; ability to push, pull and lift up to 50 lbs.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating or promotion of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 training and safety information, transfer tickets, service and work orders, AWOL reports, weekend event postings, equipment maintenance records, Personnel Policies and Procedures Manual and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts and Personnel Policies and Procedures Manual.

Building Maintenance Supervisor

- Ability to prepare work orders, incident reports, accident reports, vehicle logs, costing sheets, time adjustment forms, pay differentials, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to explain procedures, to record and deliver information, to follow instructions.
- Ability to communicate with supervisors, directors, tradespeople, sheriff's department staff, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature and weather extremes, strong odors, disease or bodily fluids, machinery, and traffic hazards.

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:	Case Control Supervisor	Class Number:	1014413
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise 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.

- 40% +/- 10%
- Supervises a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; develops and recommends operational processes and procedures for quality assurance reviews; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 40% +/- 10%
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; reviews income maintenance case records; monitors and reviews budgets and eligibility decisions for the confidential caseload for issuance of reward; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required; oversees payment and release of daily spend downs; reviews programs to assist with budgeting and policy standards; reviews database systems to monitor and evaluate program effectiveness.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; maintains unit supplies inventory; orders supplies as needed; communicates and coordinates with internal and external customers; completes quality assurance reports.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in a social science, or related field with five (5) years of program eligibility or quality assurance experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various audit reports, audit requests, audit results, training materials, management and evaluation reviews, corrective action plans, spend down reports, time limit reports, time sheets, leave requests, quality assurance reports, performance evaluations, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Policy Manuals for State and Federal Public Assistance Programs, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual and computer manuals.
- Ability to prepare payroll documents, training materials, employee performance appraisals, quality assurance reports, policy and procedure reports, statistical reports, monthly reports, caseload inventory reports, travel logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information and to follow instructions.

Case Control Supervisor

- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with supervisors, co-workers, clients, client's families, internal and external departments and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Electronic Technician Supervisor	Class Number:	1062511
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisor classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise 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.

- 40% +/- 10%
- Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages staff performing data input for the work order dispatch program.
- 30% +/- 10%
- Supervises Electronic Technicians; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; prioritizes work flow; prepares department work schedule and ensures constant shift coverage; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; maintains and implements new and existing policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 25% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, time sheets, requests for leave and overtime; orders supplies and equipment; reviews invoices; maintains records.
- 5% +/- 2%
- Operates and tests building automated systems, fire alarm systems and generator monitoring systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluating or promotion of employees.

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 attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, to counsel, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.

Electronic Technician Supervisor

- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Financial Reporting Manager	Class Number:	1055115
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Director of Accounting, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned 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.

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with six (6) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including 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 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 algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

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 accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Records Management Officer	Class Number:	1052221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain a system of record collection, storage and maintenance for County historical and current records.

Distinguishing Characteristics

This is an entry level classification that assists with records collection, storage and maintenance. This classification works under a framework of well-defined procedures. This class requires some exercise of judgment and consults with a supervisor as new or unusual situations 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.

75% +/- 10%

- Maintains a system of record collection, storage and maintenance for County historical and current records; requests journal entries and creates case files, as needed; assists in managing and coordinating master files; recommends procedures for maintenance and storage of records; maintains inventory of records; pull records for record requests; coordinates and/or monitors microfilming of records; monitors and removes records and data eligible for disposition; make a list of records that are eligible for disposition for disposal certificates; responds to inquiries and requests for information; assists researchers or volunteers with their research requests; organize records on shelves; maintains communication with various departments, institutions, and other governmental sectors, such as courts and law enforcement agencies.

25% +/- 10%

- Performs administrative duties; advises administrators and personnel concerning data collection and records maintenance; prepares reports and correspondence; answers the phone, maintains request log data base; works on special projects as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of clerical or records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, and Microsoft Outlook.

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including work orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies Manuals, Records Management Manuals, and Ohio History Connection forms and guidelines.
- Ability to prepare reports, request form, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information and follow instructions.
- Ability to communicate effectively with supervisors, other County employees, volunteers, researchers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Budget Management Analyst	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office – Office of Budget and Management		

Classification Function

The purpose of this classification is to oversee the development of County budgets and the preparation of related reports, as well as to monitor and report on the budget throughout the year. This position also provides fiscal guidance to County agencies and departments, under the authority of the County Executive, other Elected Officials, and independent Boards and Commissions. This classification supervises lower-level Budget Management Analysts.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising lower-level Budget Management Analysts and overseeing the development and preparation of County budgets and reports. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies, 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%
- Oversees the development and preparation of the Biennial Budget and Budget Update and related reports for County departments, elected officials, independent boards and agencies; provides input into the process for budget preparation, including suggesting fiscal policies and parameters; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; communicates decisions budget to departments, agencies, elected officials, and the public.
- 30% +/- 10%
- Supervises lower-level Budget Management Analysts; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee leave requests and timesheets; reviews applicants for analyst and fiscal officer staff positions; recommends selection of candidate; recommends personnel actions including promotion, transfer, discipline or discharge; complete responsibilities of the analyst in the event of a vacancy

Proposed DATE

Senior Budget Management Analyst

15% +/- 10%

- Oversees and reviews monthly financial forecasts and the Quarterly Updates, including related reports; reviews and prepares white papers and special reports; ensures accuracy and completeness of forecasts; maintains regular, positive, and constructive communications with agencies/departments; communicates results of forecasts with agencies/departments and works to resolve any disagreements.

25% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; meets with director regarding personnel and administrative issues; advises directors and budget contacts regarding budgetary and fiscal matters; reviews and updates departmental expense and revenue projections; makes recommendations for improvements; provides communication link between various departments and agencies for issues with fiscal impact; represents the department at various meetings; participates on departmental/program committees as requested; conducts special projects as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration, accounting, political science or economics or related field with five (5) years of budget management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics and to utilize the principles of basic algebra, and statistical inference.

Language Ability & Interpersonal Communication

- Requires the 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 payroll registers, financial statements, budget adjustment requests, purchase requisitions, personnel requisitions, policy reports on any issue that impacts the County, and legislation.
- Ability to comprehend a variety of reference books and manuals including Government Finance Officers' Association Code of Professional Ethics and Personnel Policies and Procedures Manual
- Ability to prepare white papers, forecasts, budgets, quarterly reports, the Recommended Budget Book, the Biennial Budget Plan, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate – both verbally and in writing - with subordinates, co-workers, supervisors, staff in the agencies/departments, elected officials, auditors, consultants, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Justice System Advocate	Class Number:	1056532
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services within a specialized area for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing work within a specialized area of advocacy services. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This classification differs from the justice system advocate in that the classification performs work within a specialized area of the advocacy services (i.e. high risk or special needs clientele).

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 comprehensive advocacy services for crime victims comprised mostly of clients within a specialized area; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim's questions.
- 20% +/- 10%
- Develops specialized interventions for the specific subset of victims; researches best practices for the subset of victims.
- 20% +/- 10%
- Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 20% +/- 10%
- Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to and community organizations.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with three (3) years of criminal justice system or social work experience which could include related internship experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve field work in victim's homes or hospital setting.
- Work may involve exposure to violence.

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Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Manager	Class Number:	1053664
FLSA:	Exempt	Pay Grade:	15
Departments:	Office of Human Resources (OHR), only		

Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

Essential Job Functions

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

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIPAA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals and other job related documents using prescribed formal and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 1	Class Number:	1053652
FLSA:	Exempt	Pay Grade:	13
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Specialist 1

1053651

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:	Employee Relations Specialist 2	Class Number:	1053653
FLSA:	Exempt	Pay Grade:	14
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

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%
- Assists in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

- 10% +/- 5%
- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment –related training on various issues (i.e. OSHA)).
- 10% +/- 5%
- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,
- 5% +/-25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

Essential Job Functions

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

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development).
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personnel computer, printer, and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Analyst	Class Number:	1062471
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

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%

• Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%

• Provides support to other divisions of the Department of Public Safety and Justice Services and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%

• Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%

• Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Public Policy, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine and advanced 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 reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Manager	Class Number:	1062423
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide overall management and supervision for the Cuyahoga Office of Emergency Management and various special projects.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the Office of Emergency Management. This class works under administrative direction from the Public Safety and Justice Services Administrator and Director. Work requires the analysis and solution of operational, technical, administrative, and management problems related to emergency management. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned 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%
- Manages operations of the Cuyahoga Office of Emergency Management; functions as liaison with various boards, community agencies and organizations; works with local, state and federal public safety forces including medical facilities and other emergency response agencies in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; monitors and interprets legislation pertaining to emergency management program administration; monitors and approves expenditures of division budget.
- 20% +/- 10%
- Supervises the Office of Emergency Management staff and supervisors; manages employees through subordinate supervisors; assigns and reviews work; responds to employee problems; evaluates employee performance; interviews and recommends selection, promotion and discipline.
- 15% +/- 10%
- Performs short and long range planning for response and recovery needs during emergency situations; directs and participates in the development of long and short-term goals and objectives; develops, recommends, and directs implementation of policy and procedures within the Office of Emergency Management; leads the overall management of the County's Emergency Operations Center during a disaster, trainings and all pre-planned events; responsible for local county response to incidents including post incident documentation and follow-up.
- 10% +/- 5%
- Designs, develops and implements special projects related to public safety and emergency management

Proposed DATE

Emergency Management Manager

10% +/- 5%

- Develops and evaluates program plans relevant to emergency management, homeland security and domestic preparedness initiatives; coordinates emergency drills, trainings and exercises where appropriate.

10% +/- 5%

- Performs related administrative duties; prepares reports, audits and statistics for public and private agencies; prepares RFPs, RFBs, RFQs and presentations; provides consultative assistance in preparation of grant proposals; prepares and monitors working agreements with agencies; prepares and monitors contractual agreements.

5% +/- 5%

- Directs and participates in public information projects for homeland security/emergency services programs; serves as the public information officer when needed and in disaster situations that necessitate full or partial operation of the County's Emergency Operations Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Homeland Security, Public Health, Public, Business Administration with six (6) years of emergency management, public safety, or public administration experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Have successfully completed FEMA Independent Study Courses – National Incident Management System (NIMS) IS 100, 200, 700 and 800.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

Must complete or have completed within one (1) year of hire NIMS ICS-300 (Intermediate Incident Command System) and NIMS ICS-400 (Advanced Incident Command System).

Must complete or have completed within three (3) years of hire required course(s) as stated in 5502.26, 5502.27 and 5502.271 of the Ohio Revised Code (ORC).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Proposed DATE

Emergency Management Manager

Mathematical Ability

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

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 personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code (ORC), Plans and Standard Operating Guidelines, Federal and State Legislation and Publications.
- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management and public safety terminology and language (ICS, NIMS).
- Ability to communicate with Emergency Services Advisory Board, various committees, other local, state and federal government officials, PSJS Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

Environmental Adaptability

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

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Intelligence Analyst	Class Number:	1062461
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to research, analyze, evaluate, and correlate all source data for the purpose of developing intelligence products at the Fusion Center. This classification enhances current intelligence policy developing and maintaining liaison relationships and facilitating communication and information sharing with intelligence and law enforcement components within federal, state, local, tribal law enforcement agencies, and the private sector.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Fusion Center of Public Safety and Justice Services. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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%

• Collects, analyzes, and disseminates Suspicious Activity Reports (SAR); utilizes Open Source and Social Media research to develop reports and provide awareness bulletins to law enforcement, fire, first responders, and private sector; develops and maintains Key Intelligence Questions, Standing Information Needs, and Priority Information Needs; intakes and completes Requests for Information (RFI).
- 35% +/- 10%

• Researches for the development of intelligence products; provides logistical support to investigative personnel; uses analytic programs to piece together disparate data to deliver cohesive, timely, and actionable intelligence to help identify, predict, prevent, and disrupt terrorist activities.
- 20% +/- 10%

• Performs related administrative duties; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; recruits and educates community partners on the mission and purpose of the Fusion Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business, International Studies, Intelligence Analysis, Criminal Justice, Statistics, or related field; or any equivalent combination of training and experience.

Proposed DATE

Intelligence Analyst

Additional Requirements for all levels

Must complete 28 CFR Part 23 training within 90 days of hire.

Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)

Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

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.
- Must have experience with Microsoft Office and GIS mapping software.
- Ability to comprehend a variety of informational documents including Request for Information (RFI), Suspicious Activity Report, and raw intelligence.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, 28 CFR Part 23, federal guidelines in regards to SECRET security clearance, and Personnel Policies and Procedures Manual.
- Ability to piece together disparate data into a single cohesive intelligence product.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI) and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Proposed DATE

Intelligence Analyst

- Ability to use and interpret intelligence related terminology and language.
- Ability to communicate with law enforcement personnel, Fusion Center analysts, NEORFC interns, and outside personnel.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Manager – Residential/Agricultural	Class Number:	1057105
FLSA:	Exempt	Pay Grade:	16
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property; to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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%
- Supervises staff; plans, coordinates, assigns and reviews work, evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
- Directs administrative work for the Inquiry Department; resolves questions and complaints regarding property characteristics and value.

Effective DATE

Appraisal manager – Residential/Agricultural

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field with six (6) years experience in real estate, appraisal, construction, or finance including one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

State of Ohio Licensed Residential Appraiser

Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a "Residential Project Manager"

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 of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and make use of the principles of geometry and algebra descriptive statistics, statistical theory and inference

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 sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.

Effective DATE

Appraisal Manager – Residential/Agricultural

- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment or out in the field.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Effective DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - EAM	Class Number:	1083111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Public Works; Asset and Materials Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Public Works Department inclusive of Work Order processing, Facilities Management, Fleet Management and ancillary areas. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Enterprise Asset Management application.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources, IT and Fiscal to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Public Works, including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP inventory, asset management, and/or work order management; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Fiscal	Class Number:	1084111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core and ancillary financial modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Fiscal Department inclusive of Core Financials – GL, AP, AR, FA; and ancillary areas including Treasury, Budget and Grants Management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Financial modules inclusive of: General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Budget, Grants Management, Treasury, Projects and Cash Management.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Fiscal, including set up, testing, and rollout of all ERP changes.

ERP Information Systems Analyst - Fiscal

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

ERP Information Systems Analyst - Fiscal

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - HRIS	Class Number:	1085111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core Human Resources (HR), Benefits, Talent and Performance Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Human Resources Department inclusive of Core HR, Employee Benefits, Talent Acquisition and Management, Performance Management, Succession Planning and ancillary areas that support HR. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Human Resources and business processes.

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% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor HR modules inclusive of: Core HR, Employee Benefits, Talent Acquisition, Talent Management, Performance Management, and Succession Planning.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Fiscal and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follow established project methodology and governance structure in place for the implementation and production support. Work with the ERP leadership team to deliver the ERP solution on time and on budget.

ERP Information Systems Analyst - HRIS

15% +/- 10%

- Lead efforts during ERP updates and upgrades on behalf of HR including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and /or talent management (Human Resource Information Systems (HRIS)) Modules; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Procurement	Class Number:	1086111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Procurement modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Procurement Department inclusive of Procure-to-Pay, strategic sourcing, contract management and vendor management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Procurement business processes.

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% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, workflows and transactional activities for the Infor Procurement modules inclusive of: procure to pay, strategic sourcing and contract management.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Fiscal, Human Resources, IT and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Procurement, including set up, testing, and rollout of all ERP changes.

ERP Information Systems Analyst - Procurement

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

ERP Information Systems Analyst - Procurement

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Benefits Analyst	Class Number:	1053663
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

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%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing, and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 10%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

Proposed

5% +/- 2%

- Supports open enrollment by overseeing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system testing.

15% +/- 10%

- Performs related administrative duties; data entry, calculations, maintains and files records; participates in vendor evaluation, selection process and assists with managing and maintaining vendor relationships; coordinates and hears appeals; prepares and disseminates information about employee benefits; answers calls and correspondence concerning benefits general inquiries and issues; updates employee data; tracks attendance and other related performance data; develops and conducts benefits and wellness surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business with a concentration in Human Resources, Labor Relations, Employment Relations or a related field of study with four (4) years of benefits administration experience.

Additional Requirements for all levels

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of routine 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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources, health and wellness terminology and language.

Proposed

- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Associate	Class Number:	1053651
FLSA:	Non-Exempt	Pay Grade:	8
Department:	Human Resources		

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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 with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board ("SERB") personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County's position during mediation, arbitration, negotiations, or SERB proceedings.
- 30% +/- 10%
- Addresses basic employee relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.
- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

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 labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Business Partner	Class Number:	1053712
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources. Incumbents complete assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments. Independently makes complex determinations &/or recommendations based on thorough analysis of facts and provide professional consultation in human resources best practices. Incumbents support County agencies in achieving enterprise business and strategic goals and objectives and ensures countywide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for collaborating with Human Resources Managers to plan, engage, and strategize Human Resources outcomes. Assignments are varied in nature. The employee works within a framework of established regulations, policies, procedures and collective bargaining unit agreements (CBA) and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Analyst in that incumbents are expected to use more initiative and exercise independent judgment.

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%
- Works collaboratively with Human Resources Managers to plan, engage, and strategize Human Resources outcomes; works along-side Human Resources Managers to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery; serves in the capacity of trainee for managerial development; acts in a manager's role for a brief/limited period of time; leads special projects and tasks for purposes of developing leadership skills and competencies, and to ensure successful project outcomes; takes on additional responsibilities for individual and collective contributions of professional growth, and the long-term viability of HR service delivery; serves as project leader on various projects; provides coordination and leadership to HR Analysts; serves on managerial teams and committees to generate ideas and to enhance individual professional growth.
- 30% +/- 10%
- Partners with agency(ies) management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency(ies) operations; analyzes the effects of new laws or administrative regulations on human resource programs; works with the Human Resources Manager and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency's(ies) objectives and goals; identifies and resolves human resource issues and concerns; develops and evaluates alternative methods for solving human resources issues; suggests and effectively communicates solutions and process improvements that create operational efficiencies.

Proposed DATE

Human Resources Business Partner

10% +/- 5%

- Provides analysis, advice, and counsel to managers, supervisors, and employees regarding work issues, development plans, operational strategies, human resource policies, and procedures, rights, benefits, and opportunities for career advancement; collaborates with centralized training to design and support agency wide training; serves as a liaison to employees, management, and training.

10% +/- 5%

- Facilitates a performance management program that supports the agency(ies) and County's mission and vision; develops Performance Improvement Plans (PIPs) and other coaching tools; assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations Unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

5% +/- 2%

- Supports human resource services for assigned County agency(ies) in the area of employment and benefits; ensures compliance with and provides interpretation of EEO guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program; coaches and assists in development of new team members.

5% +/- 2%

- Functions as a proficient user of the Human Resource Information System (HRIS); creates personnel actions in HRIS; provides system guidance and occasionally enters non-routine changes.

10% +/- 5%

- Performs related administrative duties; represents the assigned agency(ies) for all Human Resources related activities and meetings; initiates FMLA requests; updates organizational charts; researches, analyzes, and presents data; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics; writes detailed reports; makes oral presentations to management; troubleshoots data and reports; assists in rollout and implementation of HR programs; provides reports requested by department directors or managers.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree preferably in Human Resources Management, Labor Relations or a related field of study with five (5) years of human resources experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Proposed DATE

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of routine 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 CBAs, personnel files, FMLA requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, presentation and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department leadership, executive staff, unions, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Robert M. Wolff, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: March 16, 2017

TO: Cuyahoga County Council President Dan Brady
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Chairman Deborah Southerington, *Deborah Southerington*
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on March 15, 2017, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade & FLSA	Department
Crime Analyst	1062471	11/Exempt	Public Safety and Justice Services
Emergency Management Manager	1062423	16/Exempt	Public Safety and Justice Services
Intelligence Analyst	1062461	6/Non-Exempt	Public Safety and Justice Services
Appraisal Manager – Residential/Agricultural	1057105	16/Exempt	Fiscal Office
ERP Information System Analyst - EAM	1083111	15B/Exempt	Information Technology
ERP Information System Analyst - Fiscal	1084111	15B/Exempt	Information Technology
ERP Information System Analyst - HRIS	1085111	15B/Exempt	Information Technology
ERP Information System	1086111	15B/Exempt	Information Technology

Analyst - Procurement			
Benefits Analyst	1053663	9/Exempt	Human Resources
Employee Relations Associate	1053651	8/Non-Exempt	Human Resources
Human Resources Business Partner	1053712	11/Exempt	Human Resources

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Building Maintenance Superintendent 1042115	10/Exempt	10/Exempt (no change)	Public Works
Building Maintenance Supervisor 1042112	7/Non-Exempt	7/Non-Exempt (no change)	Public Works
Case Control Supervisor 1014413	12/Exempt	12/Non-Exempt (no change)	Health and Human Services
Electronic Technician Supervisor 1062511	8/Non-Exempt	8/Non-Exempt (no change)	Public Works
Financial Reporting Manager 1055115	15/Exempt	15/Exempt (no change)	Fiscal Office
Records Management Officer 1052221	4/Non-Exempt	4/Non-Exempt (no change)	All Departments
Senior Budget Management Analyst 1052212	15/Exempt	15/Exempt (no change)	Fiscal Office - OBM
Senior Justice System Advocate 1056532	8/Exempt	8/Exempt (no change)	Public Safety and Justice Services
Employee Benefits Manager (Class No. ONLY)	15/Exempt	15/Exempt (no change)	Human Resources
Employee Relations Specialist 1 (Class No. ONLY)	13/Exempt	13/Exempt (no change)	Human Resources
Employee Relations Specialist 2 (Class No. ONLY)	14/Exempt	14/Exempt (no change)	Human Resources
Human Resources Specialist (Class No. ONLY)	14/Exempt	14/Exempt (no change)	Human Resources

cc: Thomas Colaluca, Commissioner
 Robert Wolff, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Douglas Dykes, Chief Talent Officer
 Holly Woods, Dir. of HR Benefits and Compensation
 Melissa Foldesi, Compensation Manager

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Jeanne Schmotzer, Clerk of Council
 Melinda Burt, Law Department
 Kristen Moore, Paralegal
 Robert Triozzi, Law Director
 Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062471	Crime Analyst	Public Safety and Justice Services	Exempt	11

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs of the Department of Public Safety and Justice Services.

No. of Employees Affected: None

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 11 \$52,332.80 - \$73,320.00
Step Placement TBD by Human Resources

Staffing Implications: TBD

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Director

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062423	Emergency Management Manager	Public Safety and Justice Services	Exempt	16

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs and the new organizational structure of the department.

No. of Employees Affected: None

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 16 \$71,219.20 - \$99,673.60
Step Placement TBD by Human Resources

Staffing Implications: TBD

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Director

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062461	Intelligence Analyst	Public Safety and Justice Services	Non-Exempt	6

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs of the Department of Public Safety and Justice Services.

No. of Employees Affected: None

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 6 \$37,876.80 - \$53,040.00
Step Placement TBD by Human Resources

Staffing Implications: TBD

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Director

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1057105	Appraisal Manager – Residential/Agricultural	Fiscal Office	Exempt	16

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs of the Fiscal Office.

No. of Employees Affected: None

Dept.(s) Affected: Fiscal Office

Fiscal Impact: PG 16 \$71,219.20 - \$99,673.60
Step Placement TBD by Human Resources

Staffing Implications: TBD

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Dennis Kennedy, Director

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1083111	ERP Information Systems Analyst - EAM	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1084111	ERP Information Systems Analyst - Fiscal	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

PROPOSED NEW CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1085111	ERP Information Systems Analyst - HRIS	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1086111	ERP Information Systems Analyst - Procurement	Information Technology	Exempt	15B

Requested By:	Personnel Review Commission
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Rationale:	Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	TBD Pending job evaluation for pay grade assignment
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Cindy Nappi, Director, Enterprise Resource Planning
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053663	Benefits Analyst	Human Resources	Exempt	9

Requested By: Personnel Review Commission

Rationale: Human Resources requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Douglas Dykes, Director
Holly Woods, Director of HR Benefits and Compensation

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053651	Employee Relations Associate	Human Resources	Non-Exempt	8

Requested By: Personnel Review Commission

Rationale: Human Resources requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Douglas Dykes, Director
Ed Morales, HR Director-Employment and Labor

PROPOSED NEW CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053712	Human Resources Business Partner	Human Resources	Exempt	11

Requested By: Personnel Review Commission

Rationale: Human Resources requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Douglas Dykes, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042115	Building Maintenance Superintendent	Public Works	Exempt	10

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1998. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 4

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Michael Dever, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042112	Building Maintenance Supervisor	Public Works	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Michael Dever, Director

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014413	Case Control Supervisor	Health and Human Services	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2007. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Job and Family Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Melissa Foldesi, Compensation Manager Kelli Neale, Program Officer 4
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Management Contact(s):	David Merriman, Administrator
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PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062511	Electronic Technician Supervisor	Public Works	Non-Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2007. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director
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PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055115	Financial Reporting Manager	Fiscal Office	Exempt	15

Requested By: Personnel Review Commission

Rationale: This is a revision request from the Fiscal Department. The request was to remove the CPA License from the minimum requirements.

No. of Employees Affected: None

Dept.(s) Affected: Fiscal Office

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Dennis Kennedy, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052221	Records Management Officer	All Departments	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Michael Dever, Director

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052212	Senior Budget Management Analyst	Fiscal Office - OBM	Exempt	15

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2004. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 3

Dept.(s) Affected: Fiscal Office - OBM

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Dennis Kennedy, Fiscal Officer
Maggie Keenan, Director

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053663	Employee Benefits Manager	Human Resources	Exempt	15

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053663 to 1053664 to accommodate the creation of new Employee Benefits Analyst.

No. of Employees Affected: 1

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053651	Employee Relations Specialist 1	Human Resources	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Changing classification number from 1053651 to 1053652 to accommodate the creation of new Employee Relations Associate.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Melissa Foldesi, Compensation Manager Kelli Neale, Program Officer 4
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Management Contact(s):	Douglas Dykes, Director Egdilio Morales, HR Director-Labor & Employment
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PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053652	Employee Relations Specialist 2	Human Resources	Exempt	14

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053652 to 1053653 to accommodate the creation of new Employee Relations Associate.

No. of Employees Affected: 1

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director
Egdilio Morales, HR Director-Labor & Employment

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053712	Human Resources Specialist	Human Resources	Exempt	14

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053712 to 1053713 to accommodate the creation of new Human Resources Business Partner.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
NEW				
Crime Analyst	1062471	11	Public Safety and Justice Services	This is a new classification requested by Public Safety and Justice Services based on the operational needs of the department.
Emergency Management Manager	1062423	16	Public Safety and Justice Services	This is a new classification requested by Public Safety and Justice Services based on the operational needs of the department.
Intelligence Analyst	1062461	6	Public Safety and Justice Services	This is a new classification requested by Public Safety and Justice Services based on the operational needs of the department.
Appraisal Manager – Residential/Agricultural	1057105	16	Public Safety and Justice Services	This is a new classification requested by the Fiscal Office based on the operational needs of the department.
REVISED				
Building Maintenance Superintendent	1042115	10	Public Works	PRC routine maintenance. Classification last revised in 1998. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Building Maintenance Supervisor	1042112	7	Public Works	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Case Control Supervisor	1014413	12	Health and Human Services	PRC routine maintenance. Classification last revised in 2007. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Electronic Technician Supervisor	1062511	8	Public Works	PRC routine maintenance. Classification last revised in 2007. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Financial Reporting Manager	1055115	15	Fiscal Office	Departmental Revision Request from the Fiscal Department. The request was to remove the CPA License from the minimum requirements.
Records Management Officer	1052221	4	All Departments	PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Senior Budget Management Analyst	10522212	15	Fiscal Office - OBM	PRC routine maintenance. Classification last revised in 2004. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Senior Justice System Advocate	1056532	8	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
NEW				
ERP Information System Analyst - EAM	1083111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
ERP Information System Analyst - Fiscal	1084111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
ERP Information System Analyst - HRIS	1085111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
ERP Information System Analyst - Procurement	1086111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
Benefits Analyst	1053663	9	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
Employee Relations Associate	1053651	8	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
Human Resources Business Partner	1053712	11	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
REVISED				
Employee Benefits Manager (Class No. ONLY)	1053663	15	Human Resources	PRC routine maintenance. Changing classification number from 1053663 to 1053664 to accommodate the creation of new Employee Benefits Analyst.
Employee Relations Specialist 1 (Class No. ONLY)	1053651	13	Human Resources	PRC routine maintenance. Changing classification number from 1053651 to 1053652 to accommodate the creation of new Employee Relations Associate.
Employee Relations Specialist 2 (Class No. ONLY)	1053652	14	Human Resources	PRC routine maintenance. Changing classification number from 1053652 to 1053653 to accommodate the creation of new Employee Relations Associate.
Human Resources Specialist (Class No. ONLY)	1053712	14	Human Resources	PRC routine maintenance. Changing classification number from 1053712 to 1053713 to accommodate the creation of new Human Resources Business Partner.