



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 20, 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 JUNE 6, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2017-0097: 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, JUNE 6, 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 10:02 a.m.

2. ROLL CALL

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

A motion was made by Ms. Brown, seconded by Ms. Conwell and approved by unanimous vote to excuse Mr. Jones from the meeting.

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MAY 16, 2017 MEETING

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the May 16, 2017 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) Q2017-0001: An Ordinance enacting Section 303.051 of the Cuyahoga County Code to authorize the Personnel Review Commission to adopt Merit Principles in its Administrative Rules, and declaring the necessity that this Ordinance become immediately effective.

Mr. Miller addressed the Committee regarding Ordinance No. O2017-0001. Discussion ensued.

On a motion by Mr. Miller with a second by Ms. Brown, Ordinance No. O2017-0001 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.

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 10:09 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0097

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 June 7, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) 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: *Data Processor Supervisor*
Class Number: 1011213
Pay Grade: 6
*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; pay grade increased by one level from PG 5 to PG 6.
- Exhibit B: Class Title: *Groundskeeping Supervisor*
Class Number: 1042212
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 C: Class Title: *Investigating Manager*
Class Number: 1022127
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 D: Class Title: *Performance Consultant*
Class Number: 1053901
Pay Grade: 13
* Updated specification to include the Department of Health and Human Services; FLSA status, and percentages of time for essential functions.
- Exhibit E: Class Title: *Radio Dispatch Coordinator*
Class Number: 1041212
Pay Grade: 3
* 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. Pay grade changed from 4 to 3.

Exhibit F: Class Title: *Space Planner*
Class Number: 1052231
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. Pay grade changed from 13 to 12.

Proposed New Classifications:

Exhibit G: Class Title: *Witness/Victim Program Specialist*
Class Number: 1056261
Pay Grade: 8

Exhibit H: Class Title: *Child Health Specialist*
Class Number: 1056261
Pay Grade: 7

Exhibit I: Class Title: *Procurement Audit Supervisor*
Class Number: 1015111
Pay Grade: 10

Exhibit J: Class Title: *Family Justice Center Operations Coordinator*
Class Number: 1056271
Pay Grade: 11

Exhibit K: Class Title: *Grants Supervisor*
Class Number: 1052133
Pay Grade: 11

Exhibit L: Class Title: *Justice System Advocate Supervisor*
Class Number: 1056532
Pay Grade: 11

Exhibit M: Class Title: *Juvenile Mediator*
Class Number: 1062551
Pay Grade: 9

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Processor Supervisor	Class Number:	1011213
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Job and Family Services		

Classification Function

The purpose of this classification is to supervise data entry and processing activities for the Department of Job and Family Services.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising data entry and processing activities for the Department of Job and Family Services. 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.

60% +/- 10%

- Performs data processing activities; updates information in databases as required; requests data from various sources; compiles, sorts and verifies the accuracy of data before it is entered; compares data with source documents; researches, identifies and corrects inconsistencies and errors in data; stores completed documents in appropriate locations; processes Prevention, Retention, and Contingency (PRC) applications and daily warrants; monitors databases for attendance data and records; produces reports of database information as requested; synthesizes data to generate reports and spreadsheets; distributes reports to appropriate parties; readies obsolete documents for storage.

30% +/- 10%

- Supervises employees in the data processing unit; 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; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

10% +/- 5%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; responds to customer requests for data and information.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in information technology, data processing, information systems, or related degree and three (3) years of experience in data processing, public benefits administration, or related field; 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

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 employees 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 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 data forms, daily log sheets, warrant reports, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, ODJFS Policy Manual, CJFS Provider Manual, Cash Assistance Manual, and other handbooks and manuals.
- Ability to prepare 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, counsel, convince, and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, co-workers, employees, customers, consultants, internal and external agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Data Processor Supervisor

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:	Groundskeeping Supervisor	Class Number:	1042212
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds. 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.

40% +/- 10%

- Supervises Groundskeepers and other assigned personnel; directs staff to ensure work completion and maintenance of standards; ensures personnel safety; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

40% +/- 10%

- Performs routine maintenance and grounds maintenance duties; maintains landscaping and other grounds features by mulching, weeding, trimming, and edging; plants flowers, foliage, shrubs, and grass; trims bushes and trees; edges and maintains flower beds; spreads or sprays fertilizers, herbicides, and insecticides; operates equipment to perform snow and ice removal of County areas and to mow grass in surrounding property; spreads salt on sidewalks and driveways; maintains and repairs tools and equipment; inspects completed work to ensure conformity to specifications, standards, and contract requirements.

20% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; coordinates with fiscal office on creating service and supply contracts for upcoming seasons; orders equipment and supplies; stocks supplies; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; maintains required records of repairs, inspections, contracts, services and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of groundskeeping experience; or any equivalent combination of training and experience.

Proposed DATE

Groundskeeper Supervisor

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 various grounds maintenance equipment including bobcat utility vehicle, snow plow, chainsaw, pole saw, string and hedge trimmers, lawn mower, and snow blower.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend and twist; ability to push, pull and lift up to 50lbs.

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.

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 material safety data sheets, work orders, pest control orders, uniform orders, receipts, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, payroll documents, vehicle logs, 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 and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Groundskeeper Supervisor

- Ability to communicate with supervisors, customers, vendors, contractors, utilities staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, wildlife, noise extremes, bright or dim lights, vibrations, machinery, and traffic hazards.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Investigation Manager	Class Number:	1022127
FLSA:	Exempt	Pay Grade:	15
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to organize, coordinate and direct the activities of the Investigation Department and its personnel.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for directing the activities of the Investigation Department and supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

- 35% +/- 10%
- Supervises Investigation Supervisors, Internal Audit staff, 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; approves employee leave requests and timesheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Manages Investigation Department and its activities; oversees and ensures the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives and activities of department to ensure continuing operations; reviews budgetary documents, determines priorities and prepares budget.
- 25% +/- 10%
- Performs investigative duties; provides assistance to Investigators, Internal Auditors, Case Prosecutors and Federal and State Agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various related reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with Federal and State fraud units, law enforcement and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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, and perform routine statistics.

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 prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.

Investigation Manager

- Ability to prepare quarterly and annual reports, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, law enforcement personnel, other County, State and Federal personnel, Unions, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Performance Consultant	Class Number:	1053901
FLSA:	Exempt	Pay Grade:	13
Dept:	Office of the County Executive & Health and Human Services		

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Radio Dispatch Coordinator	Class Number:	1041212
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Administrative Assistant II and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

40% +/- 10%

- Records and maintains data, records of work, services performed, inventory, and other dispatch information; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.

30% +/- 10%

- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; records messages; screens complaints; dispatches field crews to job locations; tracks and monitors crew locations; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors and other departments.

30% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; files and scans paperwork as needed; responds to emails and phone calls; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent.

Radio Dispatch Coordinator

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 a computer and copier.
- Ability to operate two-way radio and vehicle paging system.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily dispatch logs, service reports, maintenance reports, billable hour logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Standard Operating Procedures Manual, and union contracts.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with field crews, supervisors, service directors, 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:	Space Planner	Class Number:	1052231
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate real estate and land sales on behalf of the Cuyahoga County Executive Agencies and to rent appropriate office space for County departments as needed.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating real estate and land sales on behalf of the Cuyahoga County Executive Agencies and renting appropriate office space for County departments as needed. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

80% +/- 10%

- Coordinates real estate and land sales on behalf of the County Executive and rents appropriate office space for all County agencies; buys and sells buildings and land for the County Executive; locates and rents offices to meet department's space and location requirements; pays taxes and special assessments on County owned properties; applies for tax-exempt status, when applicable; selects and hires real estate appraisers as needed; works in conjunction with Department Directors on space in County owned buildings.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents the County Executive on various task forces; participates in budget planning; maintains accurate inventories and files.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in real estate, urban development or related field with three years of real estate 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.
- Ability to walk for a prolonged period of time.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including budgets, bid documents, leases, lease specifications, tax bills, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare leases, lease specifications, land specifications, building specifications, tax-exempt forms, lease lists, purchase orders, budgets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret real estate, legal, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, clients, real estate salespersons, County Executive, elected officials, Public Works Director, other County personnel, 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:	Witness/Victim Program Specialist	Class Number:	1056261
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, implement, and evaluate Childhood Exposure to Violence (CEV) Programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing, implementing, and coordinating the evaluation activities for CEV Programs. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work more independently and exercise discretion in applying procedures to ensure that grants 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%
- Develops, implements, and coordinates the evaluation activities for CEV Programs; exchanges information, coordinates activities and resolves issues in regards to the program; analyzes and evaluates program needs and/or deficiencies; develops recommendations and implements policies and procedures; monitors and evaluates programmatic and fiscal activities through site visits, meetings, data, written and verbal communication.
- 20% +/- 10%
- Performs community outreach duties; attends various meetings, conferences, and trainings; coordinates and facilitates various meetings with community stakeholders and subcommittees; conducts and coordinates trainings to various agencies participating in program services; provides technical assistance to agencies; conducts presentations and various workshops, conference, community groups, and individuals.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares and writes proposals soliciting program services and support; reviews and makes recommendations of prospective vendors submitting proposals for services; prepares and presents report findings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Psychology, Sociology, or related field with 3 years of program development or grant writing 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, calculate decimals and percentages and perform routine statistics.

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 Medicaid invoices, billing invoices, Program Operations Report, screening numbers, outcome of treatment services, Victim of Crime Surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including internal policies and procedures and psychological screening tools.
- Ability to prepare Medicaid Invoice Summary, billing invoices, Program Operation Report, outcome of treatment services, U.S. DOJ Semi-Annual Report, Victim of Crime Surveys, 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 counseling and basic accounting terminology and language.
- Ability to communicate with program committee members, community stakeholders, managers, supervisors, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on-site visits.

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:	Child Health Specialist	Class Number:	1056261
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to provide support to the Division of Children and Family Services (DCFS) by coordinating healthcare related services for youth in custody.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing support to the Division of Children and Family Services (DCFS) by coordinating healthcare related services for youth in custody. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

30% +/- 10%

- Documents and updates healthcare related information; collects and enters data to complete weekly log for contracted medical provider; collects survey data regarding contracted medical provider services; corresponds with case workers and providers regarding placement information; documents medical record information into Statewide Automated Child Welfare Information System (SACWIS); generates reports regarding child placement and custody termination; assists with processing medical and psychotropic medication requests, logging information and verifying medications.

25% +/- 10%

- Completes healthcare related duties; works with outside provider agencies on coordination of services and development of consumer friendly forms and procedures; reconciles Medicaid issues and invoices with outside non-contractual agencies; gathers psychiatric information from prescribing physician; attends psychiatric appointments as needed; serves as liaison between agency and community medical providers; provides case consultations to staff regarding resources, psychotropic medications, and healthcare issues; assists with Health Care Unit initiatives ; provides suggestions and guidance on procedures, data entry and record requests; communicates with caregivers and providers; ensures compliance with OAC standards.

15% +/- 10%

- Coordinates second opinion services; gathers and reviews appropriate information and paperwork for submission to contractor; coordinates and monitors second opinion contract with contracted psychiatrists and psychologists; prepares reports for youth eligible for second opinion services; discusses appropriate referrals with coordinating staff.

Proposed DATE

15% +/- 10%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; reviews nationwide best practices regarding child welfare and healthcare related activities and examines implementation for DCFS; contributes to development of policies and procedures; conducts research to improve medical case management program; reviews Requests for Proposals (RFPs) and helps with RFP selection process; prepares statistics, data charts and graphs for Health Care Unit; analyzes data and reports, identifies areas for improvement, and develops recommendations.

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; processes medical and psychiatric requests and vouchers; provides oversight and serves as point of contact for Health Care related contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, healthcare, psychology, child welfare or related field with three (3) years of experience in social work, program administration, physical/mental healthcare or related field; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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, and perform 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 medical reports, medication reports, statistical reports, flow charts, invoices, treatment information, contracts and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Social Work Board regulations.
- Ability to prepare statistical reports, graphs, charts, basic spreadsheets, logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate with supervisors, coworkers, customers, consultants, other County employees, contracted providers, and outside agencies.

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:	Procurement Audit Supervisor	Class Number:	1015111
FLSA:	Exempt	Pay Grade:	10
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the 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%

- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.

20% +/- 5%

- Supervises 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; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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.

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, and perform 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with supervisor, subordinates, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family Justice Center Operations Coordinator	Class Number:	1056271
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to coordinate the daily operations of a full-service Family Justice Center.

Distinguishing Characteristics

This is a journey level classification with responsibility of coordinating the daily operations of a full-service Family Justice Center and performing community outreach duties. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

55% +/- 10%

- Coordinates the daily operations of a full service Family Justice Center; monitors intake compliance; assists intake staff; prepares referrals for partner agencies; develops and implements policies and procedures; ensures policies and procedures are in compliance; manages all data accrued at the Family Justice Center; analyzes data and prepares statistical spreadsheets; analyzes issues affecting the Family Justice Center and formulates solutions; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitute for any absent for any on-site partners.

10% +/- 5%

- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies.

35% +/- 10%

- Performs related administrative responsibilities; enters clients' data; prepares for meetings; prepares data and research for topics at various meetings; attends Executive Committee meetings; reviews satisfaction surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminology, Psychology, Sociology, or related field with three (3) years of experience working directly with victims of crime; or any equivalent combination of training and experience.

Additional Requirements for all levels

Proposed DATE

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, and perform routine statistics.

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 client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Family Justice Center Policy and Procedures, Victim's Rights, and Client Confidentiality.
- Ability to prepare caseload report, client information report, client report, survey report, client records and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to develop, coordinate, implement and monitor department grants and contracts. This position also develops and assists with projects as well as supervises staff.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit under the Business Services Manager. This classification oversees the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

55% +/- 10%

- Prepares and implement grants and contracts; coordinates the development, maintenance, and implementation of grants and contracts; acts as project manager; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; trouble shoots project delays; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.

25% +/- 10%

- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; trains grants staff.

20% +/- 10%

- Performs related administrative responsibilities; develops, implements, and recommends policy and procedures; researches and analyzes current trends and best practices; serves as liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant requirements and procedures; provides technical and grant assistance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in business administration or related field with five (5) years of experience preparing grant proposals, contracts, or grants; 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

- 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 grants and grant reports, programmatic reports, CSR, attendance reports, vendor proposals, contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, codes, federal regulations, Ohio Revised Code, any grant and contracting documentation.

Grants Supervisor

- Ability to prepare grant requests, grant reports, grant tracking sheets, contracts, performance appraisals, progress update reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, grant, contracting, department specific language, and legal terminology and language.
- Ability to communicate with directors, administrators, managers, supervisors, other County employees, outside boards, commissions, vendors, and federal, state and local grant 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:	Justice System Advocate Supervisor	Class Number:	1056532
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise staff and coordinate the daily operations of a Justice System Advocate unit at the Witness/Victim Service Center.

Distinguishing Characteristics

This is a supervisory-level classification with responsibility for coordinating and supervising a Justice System Advocate unit at the Witness/Victim Service Center. The employee works with a framework of policies and procedures. 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.

- 65% +/- 10%
- Supervises Justice Systems Advocate staff; assigns advocacy cases; evaluates employee performance; disciplines employees; leads teamwork initiatives; coordinates training opportunities.
- 20% +/- 10%
- Coordinates the daily operations of Justice System Advocate unit at the Witness/Victim Service Center; collaborates with internal staff and external partners about cases and services; compiles data and statistics; prepares unit reports; integrates multiple client advocacy systems.
- 15% +/- 10%
- Performs related administrative responsibilities; develops, implements, and recommends policy and procedures; researches and analyzes current trends and best practices; attends court proceedings; responds to client complaints, emergencies, and concerns; attends various meetings; trains agencies, hospitals, and universities on domestic violence and/or other crimes or victim rights issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Psychology, Social Work, Sociology, Public Administration, Organizational Development or related field with three (3) years of supervisory experience in a Social Service setting OR five (5) years of experience working directly with victims of crime; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

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 perform 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 attendance records, Advocate Information System reports, police reports, homicide reports, Cuyahoga County Major Trials report, Cuyahoga County Felony Arraignment, training agendas, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Victims' of Crime Rights, Federal VAWA Guidelines, Personnel Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare Advocate Information System reports, statistics, operations report, training agendas, weekly operations unit report, homicide reports, Cuyahoga County Major Trials report, Cuyahoga County Felony Arraignment and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, counseling, and basic medical terminology and language.
- Ability to communicate with local police, local detectives, prosecutors, clients, victims, victim's family, supervisors, security staff, other County employees, and community partners.

Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work may involve exposure to violence, defendants of violent crimes, and victims of violent crimes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Juvenile Mediator	Class Number:	1062551
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work 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.

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Proposed DATE

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 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3rd party custody, transmittal sheet, 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 legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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 SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0097

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 June 7, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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: *Data Processor Supervisor*
Class Number: 1011213
Pay Grade: 6
*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; pay grade increased by one level from PG 5 to PG 6.
- Exhibit B: Class Title: *Groundskeeping Supervisor*
Class Number: 1042212
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 C: Class Title: *Investigating Manager*
Class Number: 1022127
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 D: Class Title: *Performance Consultant*
Class Number: 1053901
Pay Grade: 13
* Updated specification to include the Department of Health and Human Services; FLSA status, and percentages of time for essential functions.
- Exhibit E: Class Title: *Radio Dispatch Coordinator*
Class Number: 1041212
Pay Grade: 3
* 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. Pay grade changed from 4 to 3.

Exhibit F: Class Title: *Space Planner*
Class Number: 1052231
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. Pay grade changed from 13 to 12.

Proposed New Classifications:

Exhibit G: Class Title: *Witness/Victim Program Specialist*
Class Number: 1056261
Pay Grade: 8

Exhibit H: Class Title: *Procurement Audit Supervisor*
Class Number: 1015111
Pay Grade: 10

Exhibit I: Class Title: *Family Justice Center Operations Coordinator*
Class Number: 1056271
Pay Grade: 11

Exhibit J: Class Title: *Juvenile Mediator*
Class Number: 1062551
Pay Grade: 9

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 13, 2017

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Processor Supervisor	Class Number:	1011213
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Job and Family Services		

Classification Function

The purpose of this classification is to supervise data entry and processing activities for the Department of Job and Family Services.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising data entry and processing activities for the Department of Job and Family Services. 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.

- 60% +/- 10%
- Performs data processing activities; updates information in databases as required; requests data from various sources; compiles, sorts and verifies the accuracy of data before it is entered; compares data with source documents; researches, identifies and corrects inconsistencies and errors in data; stores completed documents in appropriate locations; processes Prevention, Retention, and Contingency (PRC) applications and daily warrants; monitors databases for attendance data and records; produces reports of database information as requested; synthesizes data to generate reports and spreadsheets; distributes reports to appropriate parties; readies obsolete documents for storage.
- 30% +/- 10%
- Supervises employees in the data processing unit; 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; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; responds to customer requests for data and information.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in information technology, data processing, information systems, or related degree and three (3) years of experience in data processing, public benefits administration, or related field; 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 employees 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 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 data forms, daily log sheets, warrant reports, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, ODJFS Policy Manual, CJFS Provider Manual, Cash Assistance Manual, and other handbooks and manuals.
- Ability to prepare 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, counsel, convince, and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, co-workers, employees, customers, consultants, internal and external agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Data Processor Supervisor

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:	Groundskeeping Supervisor	Class Number:	1042212
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds. 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.

40% +/- 10%

- Supervises Groundskeepers and other assigned personnel; directs staff to ensure work completion and maintenance of standards; ensures personnel safety; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

40% +/- 10%

- Performs routine maintenance and grounds maintenance duties; maintains landscaping and other grounds features by mulching, weeding, trimming, and edging; plants flowers, foliage, shrubs, and grass; trims bushes and trees; edges and maintains flower beds; spreads or sprays fertilizers, herbicides, and insecticides; operates equipment to perform snow and ice removal of County areas and to mow grass in surrounding property; spreads salt on sidewalks and driveways; maintains and repairs tools and equipment; inspects completed work to ensure conformity to specifications, standards, and contract requirements.

20% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; coordinates with fiscal office on creating service and supply contracts for upcoming seasons; orders equipment and supplies; stocks supplies; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; maintains required records of repairs, inspections, contracts, services and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of groundskeeping experience; or any equivalent combination of training and experience.

Proposed DATE

Groundskeeper Supervisor

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 various grounds maintenance equipment including bobcat utility vehicle, snow plow, chainsaw, pole saw, string and hedge trimmers, lawn mower, and snow blower.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend and twist; ability to push, pull and lift up to 50lbs.

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.

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 material safety data sheets, work orders, pest control orders, uniform orders, receipts, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, payroll documents, vehicle logs, 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 and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Groundskeeper Supervisor

- Ability to communicate with supervisors, customers, vendors, contractors, utilities staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, wildlife, noise extremes, bright or dim lights, vibrations, 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:	Investigation Manager	Class Number:	1022127
FLSA:	Exempt	Pay Grade:	15
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to organize, coordinate and direct the activities of the Investigation Department and its personnel.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for directing the activities of the Investigation Department and supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

35% +/- 10%

- Supervises Investigation Supervisors, Internal Audit staff, 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; approves employee leave requests and timesheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

30% +/- 10%

- Manages Investigation Department and its activities; oversees and ensures the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives and activities of department to ensure continuing operations; reviews budgetary documents, determines priorities and prepares budget.

25% +/- 10%

- Performs investigative duties; provides assistance to Investigators, Internal Auditors, Case Prosecutors and Federal and State Agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings.

10% +/- 5%

- Performs related administrative responsibilities; prepares various related reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with Federal and State fraud units, law enforcement and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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, and perform routine statistics.

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 prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.

Investigation Manager

- Ability to prepare quarterly and annual reports, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and medical insurance terminology and language.
- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, law enforcement personnel, other County, State and Federal personnel, Unions, 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:	Performance Consultant	Class Number:	1053901
FLSA:	Exempt	Pay Grade:	13
Dept:	Office of the County Executive & Health and Human Services		

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, 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:	Radio Dispatch Coordinator	Class Number:	1041212
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Administrative Assistant II and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

40% +/- 10%

- Records and maintains data, records of work, services performed, inventory, and other dispatch information; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.

30% +/- 10%

- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; records messages; screens complaints; dispatches field crews to job locations; tracks and monitors crew locations; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors and other departments.

30% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; files and scans paperwork as needed; responds to emails and phone calls; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent.

Radio Dispatch Coordinator

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 a computer and copier.
- Ability to operate two-way radio and vehicle paging system.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily dispatch logs, service reports, maintenance reports, billable hour logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Standard Operating Procedures Manual, and union contracts.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with field crews, supervisors, service directors, 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:	Space Planner	Class Number:	1052231
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate real estate and land sales on behalf of the Cuyahoga County Executive Agencies and to rent appropriate office space for County departments as needed.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating real estate and land sales on behalf of the Cuyahoga County Executive Agencies and renting appropriate office space for County departments as needed. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

80% +/- 10%

- Coordinates real estate and land sales on behalf of the County Executive and rents appropriate office space for all County agencies; buys and sells buildings and land for the County Executive; locates and rents offices to meet department's space and location requirements; pays taxes and special assessments on County owned properties; applies for tax-exempt status, when applicable; selects and hires real estate appraisers as needed; works in conjunction with Department Directors on space in County owned buildings.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents the County Executive on various task forces; participates in budget planning; maintains accurate inventories and files.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in real estate, urban development or related field with three years of real estate 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.
- Ability to walk for a prolonged period of time.

Proposed DATE

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including budgets, bid documents, leases, lease specifications, tax bills, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare leases, lease specifications, land specifications, building specifications, tax-exempt forms, lease lists, purchase orders, budgets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret real estate, legal, and marketing terminology and language.
- Ability to communicate effectively with supervisor, director, clients, real estate salespersons, County Executive, elected officials, Public Works Director, other County personnel, 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:	Witness/Victim Program Specialist	Class Number:	1056261
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, implement, and evaluate Childhood Exposure to Violence (CEV) Programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing, implementing, and coordinating the evaluation activities for CEV Programs. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work more independently and exercise discretion in applying procedures to ensure that grants 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%
- Develops, implements, and coordinates the evaluation activities for CEV Programs; exchanges information, coordinates activities and resolves issues in regards to the program; analyzes and evaluates program needs and/or deficiencies; develops recommendations and implements policies and procedures; monitors and evaluates programmatic and fiscal activities through site visits, meetings, data, written and verbal communication.
- 20% +/- 10%
- Performs community outreach duties; attends various meetings, conferences, and trainings; coordinates and facilitates various meetings with community stakeholders and subcommittees; conducts and coordinates trainings to various agencies participating in program services; provides technical assistance to agencies; conducts presentations and various workshops, conference, community groups, and individuals.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares and writes proposals soliciting program services and support; reviews and makes recommendations of prospective vendors submitting proposals for services; prepares and presents report findings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Psychology, Sociology, or related field with 3 years of program development or grant writing 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, calculate decimals and percentages and perform routine statistics.

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 Medicaid invoices, billing invoices, Program Operations Report, screening numbers, outcome of treatment services, Victim of Crime Surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including internal policies and procedures and psychological screening tools.
- Ability to prepare Medicaid Invoice Summary, billing invoices, Program Operation Report, outcome of treatment services, U.S. DOJ Semi-Annual Report, Victim of Crime Surveys, 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 counseling and basic accounting terminology and language.
- Ability to communicate with program committee members, community stakeholders, managers, supervisors, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on-site visits.

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:	Procurement Audit Supervisor	Class Number:	1015111
FLSA:	Exempt	Pay Grade:	10
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the 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%

- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.

20% +/- 5%

- Supervises 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; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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.

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, and perform 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with supervisor, subordinates, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family Justice Center Operations Coordinator	Class Number:	1056271
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to coordinate the daily operations of a full-service Family Justice Center.

Distinguishing Characteristics

This is a journey level classification with responsibility of coordinating the daily operations of a full-service Family Justice Center and performing community outreach duties. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

55% +/- 10%

- Coordinates the daily operations of a full service Family Justice Center; monitors intake compliance; assists intake staff; prepares referrals for partner agencies; develops and implements policies and procedures; ensures policies and procedures are in compliance; manages all data accrued at the Family Justice Center; analyzes data and prepares statistical spreadsheets; analyzes issues affecting the Family Justice Center and formulates solutions; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitute for any absent for any on-site partners.

10% +/- 5%

- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies.

35% +/- 10%

- Performs related administrative responsibilities; enters clients' data; prepares for meetings; prepares data and research for topics at various meetings; attends Executive Committee meetings; reviews satisfaction surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminology, Psychology, Sociology, or related field with three (3) years of experience working directly with victims of crime; or any equivalent combination of training and experience.

Additional Requirements for all levels

Proposed DATE

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, and perform routine statistics.

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 client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Family Justice Center Policy and Procedures, Victim's Rights, and Client Confidentiality.
- Ability to prepare caseload report, client information report, client report, survey report, client records and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

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:	Juvenile Mediator	Class Number:	1062551
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work 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.

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

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, and perform 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3rd party custody, transmittal sheet, 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 legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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.

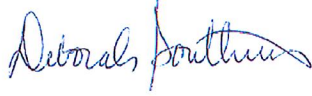


F. Allen Boseman, Commissioner
Thomas L. Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: June 8, 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, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on June 7, 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
Witness/Victim Program Specialist	1056261	8/Exempt	Public Safety and Justice Services
Procurement Audit Supervisor	1015111	10/Exempt	Health and Human Services
Family Justice Center Operations Coordinator	1056271	11/Exempt	Public Safety and Justice Services
Juvenile Mediator	1062551	9/Exempt	Public Safety and Justice Services

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Data Processor Supervisor 1011213	5/Non-Exempt	6/Non-Exempt	Job and Family Services
Groundskeeping Supervisor 1042212	8/Exempt	8/Non-Exempt	Public Works
Investigation Manager 1022127	15/Exempt	15/Exempt (No Change)	Health and Human Services
Performance Consultant 1053901	13/Exempt	13/Exempt	Office of the County Executive & Health and Human Services
Radio Dispatch Coordinator 1041212	4/Non-Exempt	3/Non-Exempt	Public Works
Space Planner 1052231	13/Exempt	12/Exempt	Public Works

cc: F. Allen Boseman, Commissioner
 Thomas Colaluca, 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 CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056261	Witness/Victim Program Specialist	Public Safety and Justice Services	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 2.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 8 \$ 43,659.20 - \$ 61,110.40 Step Placement TBD by Human Resources
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Brandy Carney, Director
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1015111	Procurement Audit Supervisor	Health and Human Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 3.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 10 \$ 49,483.20 - \$ 69,264.00 Step Placement TBD by Human Resources
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Thomas Pristow, Director
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056271	Family Justice Center Operations Coordinator	Public Safety and Justice Services	Exempt	11

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 4.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 11 \$ 52,332.80 - \$ 73,320.00 Step Placement TBD by Human Resources
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Brandy Carney, Director
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062551	Juvenile Mediator	Public Safety & Justice Services	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	4
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	TBD by HR
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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 Melissa Foldesi
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Management Contact(s):	Brandy Carney, Director
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CURRENT CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011213	Data Processor Supervisor	Job and Family Services	Non-Exempt	5

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011213	Data Processor Supervisor	Job and Family Services	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. 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. The pay grade increased from a Pay Grade 5 to Pay Grade 6.
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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:	PG 5 \$34,985.60 - \$48,942.40 PG 6 \$37,876.80 - \$53,040.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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):	David Merriman, Director

CURRENT CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042212	Groundskeeping Supervisor	Public Works	Exempt	8

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042212	Groundskeeping Supervisor	Public Works	Non-Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. 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. The FLSA Status changed from Exempt to Non-Exempt.
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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 Melissa Foldesi, Compensation Manager
Management Contact(s):	Michael Dever, Director

CURRENT CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022127	Investigation Manager	Health and Human Services	Exempt	15

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022127	Investigation Manager	Health and Human Services	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. 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:	Health and Human 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):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
Management Contact(s):	Thomas Pristow, Director

CURRENT CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053901	Performance Consultant	Office of the County Executive	Exempt	13

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053901	Performance Consultant	Office of the County Executive & Health and Human Services	Exempt	13

Requested By:	Human Resources
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Rationale:	Human Resources requested a revision to the Performance Consultant classification to include the Department of Health and Human Services. This classification fulfills the classification the departmental needs of Health and Human Services.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 13 \$58,177.60 - \$81,432.00 Step Placement TBD by Human Resources
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, Human Resources Director Thomas Pristow, Health and Human Resources Director

CURRENT CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041212	Radio Dispatch Coordinator	Public Works	Non-Exempt	4

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041212	Radio Dispatch Coordinator	Public Works	Non-Exempt	3

Requested By:	Personnel Review Commission
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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. PG changed from 4 to 3.
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No. of Employees Affected:	4
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 4 \$32,052.80 - \$44,907.20 PG 3 \$29,187.40 - \$40,851.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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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):	Michael Dever, Director

CURRENT CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052231	Space Planner	Public Works	Exempt	13

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052231	Space Planner	Public Works	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. 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. The Pay Grade was reduced from a 13 to a Pay Grade 12.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 13 \$58,177.60 - \$81,432.00 PG 12 \$55,265.60 - \$77,376.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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):	Michael Dever, Director

<u>Job Title</u>	<u>Class. Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Witness/Victim Program Specialist	1056261	8/ Exempt	N/A	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 2.
Procurement Audit Supervisor	1015111	10/ Exempt	N/A	Health and Human Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 3.
Family Justice Center Operations Coordinator	1056271	11/ Exempt	N/A	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 4.
Juvenile Mediator	1062551	9/ Exempt	N/A	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer 2.
<u>REVISED</u>					
Data Processor Supervisor	1011213	5/Non-Exempt	6/Non-Exempt	Job and Family Services	PRC routine maintenance. Classification last revised in 1993. 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. The pay grade increased from a Pay Grade 5 to Pay Grade 6.
Groundskeeping Supervisor	1042212	8/ Exempt	8/Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 1993. 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. The FLSA Status changed from Exempt to Non-Exempt.
Investigation Manager	1022127	15/ Exempt	15/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 1993. 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.

Performance Consultant	1053901	13/ Exempt	13/Exempt	Office of the County Executive & Health and Human Services	Human Resources requested a revision to the Performance Consultant classification to include the Department of Health and Human Services. This classification fulfills the classification the departmental needs of Health and Human Services.
Radio Dispatch Coordinator	1041212	4/Non- Exempt	3/Non-Exempt	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. PG changed from 4 to 3.
Space Planner	1052231	13/ Exempt	12/Exempt	Public Works	PRC routine maintenance. Classification last revised in 1993. 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. The Pay Grade was reduced from a 13 to a Pay Grade 12.