



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
MONDAY, NOVEMBER 4, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 1, 2019 MEETING** [See page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2019-0225: A Resolution confirming the County Executive's appointment of Megan L. Van Voorhis to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2020, and declaring the necessity that this Resolution become immediately effective. [See page 6]
 - b) R2019-0234: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. [See page 12]
 - c) R2019-0237: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 - 11/30/2023, and declaring the necessity that this Resolution become immediately effective: [See page 118]
 - i. Deborah A. Abbott

ii. Kieth A. Peppers

- d) R2019-0243: A Resolution making an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 124]

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***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, OCTOBER 1, 2019
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 10:10 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2019 MEETING

A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to approve the minutes from the September 17, 2019 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2019-0212: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission; addressed the Committee regarding Resolution No. R2019-0212. Discussion ensued.

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

A motion was then made by Mr. Miller seconded by Ms. Conwell and approved by unanimous vote to amend Resolution No. R2019-0212 by deleting “Exhibit Q”.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0212 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as amended.

- b) R2019-0215: A Resolution confirming the County Executive’s appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.

Ms. Michele Pomerantz, Director of Regional Collaboration; addressed the Committee regarding Resolution No. R2019-0215. Discussion ensued.

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

Ms. Natasha Davis addressed the Committee regarding her nomination to serve on the Cuyahoga County Division of Children and Family Services Advisory Board. Discussion ensued.

Committee members asked questions of Ms. Davis pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2019-0215 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.

Ms. Brown, Mr. Jones, Mr. Miller, Mr. Gallagher and Ms. Conwell requested to have their names added as co-sponsors to the legislation.

- c) R2019-0216: A Resolution confirming the County Executive’s appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025, and

declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0216. Discussion ensued.

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

In lieu of his attendance, Mr. Bernardo F. Moreno submitted a written statement to the Committee regarding his nomination to serve on The MetroHealth System Board of Trustees.

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2019-0216 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. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:30 a.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0225

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Megan L. Van Voorhis to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340-02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated Megan L. Van Voorhis (replacing Cassi Handler) to serve on the Alcohol, Drug Addiction and Mental Health Services Board for an unexpired term ending 6/30/2020; and

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



September 30, 2019

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady:

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Megan L. Van Voorhis**, unexpired term ending 6/30/2020 (replacing Cassi Handler)

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

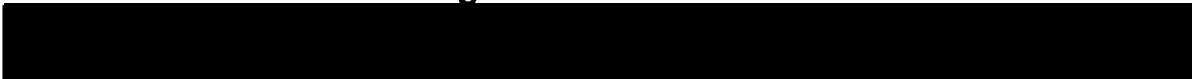
There was one additional candidate on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink that reads "Armond Budish".

Armond Budish
Cuyahoga County Executive



PRESIDENT and CEO

Mission-driven arts leader with nearly two decades of experience working to strengthen and advance arts and culture as a partner in community progress. Significant experience with:

- ✓ Business strategy and planning
 - ✓ Cross-sector relationship building
 - ✓ Grassroots organizing
 - ✓ Advocacy & campaigning
 - ✓ Public policy
 - ✓ Government relations
 - ✓ Research & case-making
 - ✓ Education & training
 - ✓ Program development
 - ✓ Audience development
 - ✓ Grantmaking
 - ✓ Financial management
 - ✓ Fundraising
 - ✓ Leadership development
 - ✓ Marketing and communications
 - ✓ Board development & relations
-

PROFESSIONAL EXPERIENCE

Arts Cleveland (formerly Community Partnership for Arts and Culture) | 2003-Present

A nonprofit arts and culture service organization dedicated to advancing arts and culture in Cleveland and Cuyahoga County.

President and CEO | January 2018-Present

Key Achievements

- Launched a new strategic plan informed by research, community dialogues and key-person interviews.
- Led the organization through a successful re-branding effort, resulting in a new name, logo, tagline and messaging architecture.
- Spearheaded an upgrade to the Public Officials Recognition Breakfast to expand the event's influence.
- Released *Elevating the Influence of Arts & Culture: A Cleveland Playbook* documenting Arts Cleveland's efforts to stabilize the arts and culture sector in Cleveland and facilitate cross-sector partnerships.

Chief Operating Officer | July 2012-December 2017

Key Achievements

- Led the development of the organization's 2013-2016 strategic plan in conjunction with Board of Trustees, CEO and staff.
- Testified before Cleveland City Council in support of an admissions tax exemption for small live music venues, which was ultimately adopted.
- Served as a campaign sub-committee chair for the effort to renew a Cuyahoga County excise tax that provides support for the county's cultural sector, securing passage with a 75% voter approval rating.
- Spearheaded efforts to position the arts and culture sector in relationship to the region's health, human services and safety sectors.

Vice President | July 2006-June 2012

Key Achievements

- Worked to pass a cigarette excise tax dedicated to support Cuyahoga County's arts and culture sector.
- Consulted on the development of Cuyahoga County's first regional arts and cultural district.
- Led the development of the Collaborative Marketing Database, a project designed to improve the direct marketing efforts of the region's major arts and cultural institutions.
- Oversaw the development of a position paper and two conferences connecting the arts and community development fields.
- Spearheaded the development of MyCreativeCompass.org (an online resource center for individual artists) and a \$500,000 fellowship program (Creative Workforce Fellowship).

Director of Research and Business Practices | January 2004-June 2006

Key Achievements

- Led the development of an occupational study and arts and cultural economic impact study.
- Provided leadership, guidance and support for the region's small business association and destination marketing agency to develop arts and culture initiatives within their respective organizations.
- Supported the development and implementation of two new public arts and cultural funding programs.

Assistant Director of Programs and Services | May 2003-December 2003

Key Achievements

- Staffed a blue-ribbon panel commissioned by the Cuyahoga County Commissioners to develop funding models for the distribution of local public sector funding for arts and culture.
- Developed, in partnership with the president and CEO, the Arts and Culture Roundtable, a convening series to connect arts and culture professionals around issues of common cause.
- Developed the curriculum for the Artist as an Entrepreneur Institute, a program offered in the Cleveland area for 16 years and licensed by organizations in three states.

BALDWIN-WALLACE UNIVERSITY | April 2007 - March 2013

Baldwin Wallace University is a 4-year private, coeducational, liberal arts college in Berea, Ohio, USA.

Adjunct Faculty | April 2007 - March 2013

Key Achievements

- Provided instruction on current issues in arts management, business and strategic planning, and program development to undergraduate students.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Business Administration | 2003

Case Western Reserve University - Weatherhead School of Management

Bachelor of Fine Arts, Magna Cum Laude with Distinction | 1998

The Ohio State University

Racial Equity Institute | 2017

AWARDS & HONORS

Crain's Cleveland Business 40 under 40 | 2014

Holmes Fellow in Regional Economic Development | 2003

VOLUNTEER EXPERIENCE

Ohio Citizens for the Arts | 2018 – Present
Trustee

Mental Health & Addiction Advocacy Coalition | 2015 – Present
Trustee and Chair, Northeast Hub Steering Committee

Westshore Montessori School | July 2008 – June 2014
President - 2009-2013; Treasurer 2012-2014

Village Capital Corporation | 2018 - Present
Member – Placemaking Advisory Committee

The Metrohealth System | 2015 - Present
Member – Arts in Medicine Advisory Committee

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0234

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, 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 October 2, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through L) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Communications Specialist*
Class Number: 10151
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit B: Class Title: *Construction Technician*
Class Number: 18011
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Forensic Photographer*
Class Number: 12211
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Laboratory Technician-Toxicology*
Class Number: 12191
Pay Grade: 5A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, formatting, minimum qualifications, physical requirement and environmental adaptability were updated. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Manager, Fleet Services*
Class Number: 15073
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised on 2/13/2019. The essential job functions, minimum qualifications, language, and formatting were updated to be consistent with the lower level position. NO change to pay grade or FLSA status.
- Exhibit F: Class Title: *Medical Records Technician*
Class Number: 17021
Pay Grade: 6A/Non-Exempt (No change)

* PRC routine maintenance. Classification last revised in 2019. The Education and experience requirements were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Residential/Agricultural Appraisal Coordinator*
Class Number: 20011
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012. The language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Senior Printing Coordinator (Manager Print Production)*
Class Number: 15162
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. The title, essential job functions, minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit I: Class Title: *Senior Supervisor, Nursing*
Class Number: 17032
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit J: Class Title: *Supervisor, Drug Chemistry Laboratory*
Class Number: 12264
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit K: Class Title: *Supervisor, Fleet Services*
Class Number: 15072
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification was last revised in 2012. The essential job functions, minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit L: Class Title: *Supervisor, Trace Evidence Laboratory*
Class Number: 12274
Pay Grade: 17A/Exempt (No change)

First Reading/Referred to Committee: October 22, 2019
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Specialist	Class Number:	10151
FLSA:	Exempt	Pay Grade:	11A
Dept:	Communications Department	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to write and develop internal and external communication collateral for Cuyahoga County's Communications Department.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing, and delivering public relations, marketing, and informational materials. Employees at this level are expected to become fully aware of operating procedures and policies of the assigned work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained.

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%
- Develops and writes internal and external communication collateral for Cuyahoga County's Communications Department; develops communication collateral (including press releases, newsletters, employee communications, web writing, blog posts, long-form articles, County business, and various campaigns and social media posts); maintains relationships with subject matter experts from different county departments, the media, and other outside sources; researches information to prepare for writing stories using online, in-print, and authoritative sources; gathers input from relevant stakeholders and subject matter experts for press release development, blog posts, and media; reviews and analyzes data gathered from sources for content production; collaborates with all county agencies to develop their communication strategies and tactics; develops online surveys to understand the County and community's perspective on specific issues.
- 30% +/- 10%
- Proposes and develops ideas and strategies to enhance the County's public image; communicates with media personnel regarding Cuyahoga County stories or press releases; monitors media coverage via online resources and social media; drafts and/or pitches ideas for approval by the Chief Communications Officer or Council; assists with creating speeches and presentations for county departments and directors.
- 20% +/- 10%
- Reviews, coordinates, and responds to public records requests for the Communications Department; utilizes storage software to log and track requests; gathers materials and information to send in response to requests; assists with public records audits by answering questions and providing information.
- 10% +/- 5%
- Manages the bidding process for Communication Department contracts; selects vendors based on responses to RFPs/RFIs; reviews bids to select most appropriate vendor; sends contracts to the Office of Procurement and Diversity; enters information into enterprise information platform and procurement system; processes payments for purchases.

Effective Date: 04.10.2012
Last Modified: 04.10.2012

Communications Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public relations, communications or related field with three (3) years of public relations, marketing communications, or journalism experience; or any equivalent combination of education, training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, agency policies and procedures manual, and County branding standards.
- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, 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 public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Effective Date: 04.10.2012
Last Modified: 04.10.2012

Communications Specialist

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:	Construction Technician	Class Number:	18011
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. Positions in this class work under general guidance and supervision and perform recurring tasks using standard methods and techniques. This classification works under a framework of well-defined policies, procedures, and regulations. This position has no supervisory responsibilities.

Essential Job Functions

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

- 75% +/- 10%
- Inspects various phases of construction to ensure that the project complies with contractual plans and specifications; inspects and records project information (e.g. type and quality of work, progress and incident pictures, pay item quantities, construction methods, material inspection reports, etc.); provides daily reports of project observations and work completed to project lead for review; ensures projects are being completed according to local, State, and Federal standards; ensures that all relevant local, State, and Federal safety policies and procedures are being observed; reviews project blueprints, specifications, and contracts to verify material quantities and calculations; collects material samples to be delivered off-site for physical testing; calculates material quantities used on project; observes and records non-satisfactory, defective, or incomplete work for project finalization.
- 15% +/- 5%
- Serves as a liaison to the public; assures safety practices are being met; answers questions and addresses concerns related to the construction project; works with angry/dissatisfied residents to resolve issues; assists with establishing safe pedestrian and vehicle traffic routes through or around the construction project site.
- 10% +/- 5%
- Assists with various administrative support functions; records daily project site attendance; verifies overtime reports submitted by contractors; submits orders for field office supplies; submits annual field office inventory report.

Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of construction or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Construction Technician

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 survey tools and equipment and automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 timesheets, invoices, engineering plans and specifications, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental manuals, the Employee Handbook, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, records of samples, inspection reports, signage summary, force account, notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at a construction project site.
- Work may involve exposure to temperature and weather extremes, dust, wetness or humidity, noise extremes, machinery, and traffic hazards.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Construction Technician

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

Effective Date: 07.10.2012
Last Modified: 07.10.2012

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	12211
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Medical Examiner's Office	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Chief Forensic Photographer. Positions in this class independently perform recurring, well-precedented tasks using standard methods and techniques. Incumbents establish and maintain quality control and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise and are expected to become/remains up-to-date regarding methods, protocols, procedures, and applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%
- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary.
- 30% +/- 10%
- Processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards; processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; assists with preparation and presentation of images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.
- 10% +/- 5%
- Performs miscellaneous responsibilities related to photography laboratory; cleans and maintains equipment; tracks inventory and supplies.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; instructs interns and provides demonstrations.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Forensic Photographer

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field with one (1) year of experience performing digital and conventional photography in a studio or laboratory setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory responsibilities.

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, film, image catalogues, list of Mugshots required, list of autopsied cases, materials safety data sheets, and receiving book.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, standard operating procedures, software and hardware manuals, safety manuals, Materials Safety Data sheets, Training Manual, publications, equipment manuals, reference books, journals, and employee handbook.

Forensic Photographer

- Ability to prepare illustrations, optical discs, digital images, photographic prints, scanned image files, PowerPoint presentations, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions, and to meet deadlines.
- Ability to use and interpret basic medical terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Laboratory Technician- Toxicology	Class Number:	12191
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office	Exhibit D	

Classification Function

The purpose of this classification is to facilitate work in the toxicology laboratory by performing a variety of administrative, routine testing, laboratory cleaning, supply disposal, and restocking responsibilities.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision then progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this classification. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This position does not supervise but may instruct or train other employees.

Essential Job Functions

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

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

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Laboratory Technician

and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps, and glass trash boxes/containers in Extraction and Instrument rooms.

10% +/- 5%

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

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required; trains and instructs other employees and interns on performance of Laboratory Technician duties.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a limited variety of automated laboratory machines and laboratory tools and supplies.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, or lift up to 20 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 established standards to recognize interactive effects and relationships.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate with supervisor, family members of the deceased, funeral homes personnel, law enforcement personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in “walk-in” refrigerator and freezer environments for short periods of time.
- Work may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, and disease/bodily fluids.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Fleet Services	Class Number:	15073
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works	Exhibit E	

Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services, equipment, and related facilities for the Department of Public Works.

Distinguishing Characteristics

This is a management classification working under general supervision of the Chief Deputy – Maintenance. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in developing strategic plans, goals and objectives, making budget recommendations, directing operations and programs through subordinate supervisors and staff, and evaluating effectiveness and implementing corrective changes. The class of Manager, Fleet Services is distinguished from the class of Supervisor, Fleet Services in that the latter classification is limited to overseeing activities primarily related to maintenance and repair and does not have responsibility for budget management or ensuring the Fleet Services' overall efficiency.

Essential Job Functions

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

- 25% +/- 10%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; assesses and schedules work to be performed by vendors including recalls, warranty, and insurance repairs; defines scope of work and obtains quotes for contract services when necessary; performs research for new and replacement vehicles and large capital equipment purchases; reviews new equipment specifications; creates and executes the capital equipment replacement schedule for all departments in the County; monitors and maintains inventory levels; approves invoices; oversees preventative maintenance programs; keeps detailed records of maintenance, repairs, and warranty information of all fleet vehicles and equipment.
- 25% +/- 10%
- Supervises and directs the work of lower-level supervisors and other department staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs Bureau of Underground Storage Tank Regulations (BUSTR) inspections; updates maintenance records; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; oversees environmental reporting for fleet and related equipment and materials; coordinates E-check reporting to Ohio EPA.

Established: 7/10/2012
Last Modified: 2/13/2019

Fleet Services Manager

10% +/- 5%

- Participates in preparation of fleet department's annual budget and oversees use; gathers and analyzes operations and financial data regarding all facets of fleet operations; makes recommendations regarding budget to fund operations and increase efficiency; prepares and reviews labor and materials cost estimates for proposed fleet work; investigates, creates specifications, and makes recommendations for the purchase of new equipment and modifications to existing equipment; makes recommendations and oversees fleet services purchases including materials, parts, equipment, and tools; records and provides charge back information to the fiscal division; prepares purchase orders.

5% +/- 2%

- Assesses fleet services' effectiveness and efficiency; identifies best business practices; maintains policies and procedures manual; assures safe work practices and compliance with all local, state, and federal regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources and achieve goals and objectives.

5% +/- 2%

- Directs and oversees various programs including the County Fuel Card program and County GPS program; logs, tracks, and documents County vehicle license plates and maintains titles; oversees auction and disposal of all obsolete County vehicles and equipment; manages repairs of the Homeland security trailers for the Department of Justice Affairs.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; remains on-call 24 hours a day to respond to emergency or urgent situations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, industrial management, automotive technology, or related field and six (6) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Automotive Service Excellence (ASE) Master Automotive Technician Certification in auto mechanics and Medium/Heavy Duty Truck; or equivalent.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain a Class "B" Underground Storage Tank (UST) Operator Certification within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire 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.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools, and supplies.

Established: 7/10/2012
Last Modified: 2/13/2019

Fleet Services Manager

- Ability to crawl, crouch, bend, twist, and lift, push, or pull 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, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, and budgeting terminology and language.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

Fleet Services Manager

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	17021
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is to maintain and account for medical records, chart audits, discharge records, storage of records, and current list of discharges in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for **maintaining** medical records, chart audits, and various other records. This classification works under a **framework** of **well-defined** procedures. This class requires a limited exercise of judgment and consults **with** a supervisor as **new** or unusual situations arise.

Essential Job Functions

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

- 60% +/- 10%
- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.

- 40% +/- 10%
- Performs related administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; makes court appearances or represents agency in litigation when medical records are subpoenaed for evidence; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables; makes resident identification cards; manages medical supplies inventory.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent, and 1 year of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.
- Certified Medical Billing and Coding Specialist, or an equivalent certification is required.

Additional Requirements for all levels

Effective Date: 1993
Last Modified: 02.13.2019

Medical Records Technician

- 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

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, 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:	Residential/Agricultural Appraiser Coordinator	Class Number:	20011
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office	<i>Exhibit G</i>	

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and 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%
- Supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet regarding property characteristics and value;

Effective Date: 12.06.2011
Last Modified: 04.10.2012

Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance or related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- Real Estate Appraiser certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Effective Date: 12.06.2011
Last Modified: 04.10.2012

Residential/Agricultural Appraisal Coordinator

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

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:	Manager, Print Production	Class Number:	15162
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	Exhibit H	

Classification Function

The purpose of this classification is to provide print services to County departments and supervise staff in the printing and reproduction department.

Distinguishing Characteristics

This is a level classification with responsibility for planning, directing, and controlling the printing and reproduction department. This position oversees the operations and promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage a small number of employees. This position has input into setting a budget and is responsible for staying within an assigned budget. This class is distinguished from the Printing Coordinator in that it supervises the latter position and has responsibility for overall management of the department.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff of printing and reproduction division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Prepares bid and contract specifications; prepares invitation to bid (ITB); prepares request for proposal (RFP) for the County's print management contract; monitors contract funding; reviews and approves contract payments; performs financial and administrative duties of contract.
- 10% +/- 5%
- Provides print services to County departments; provides consulting services for County agencies regarding printing requisitions; provides estimates, time frames, and procures materials for projects; prepares, reviews, and processes print job specifications; processes printing request to meet client's requirements; coordinates the production of printing orders throughout the entire printing process.
- 10% +/- 5%
- Maintains and oversees the division operating budget; prepares, reviews, and presents pricing model for division cost recovery; prepares and maintains a database of internal charges to County agencies; prepares reports of division activities; reviews, performs, and approves accounts payable; identifies operating and capital budget needs.

Effective Date: 2006
Last Modified: 10.13.2016

Senior Printing Coordinator

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; performs agency assessments for placement of copiers and/or network printers; prepares, recommends, and assists with all copier additions, removals, moves, and configuration updates; maintains database containing all equipment models, locations, contacts, and average monthly volumes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of print production, printing services, graphic communications, or related experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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 and specialized printing equipment.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, or lift up to 100 pounds.

Supervisory Responsibilities

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

Language Ability & Interpersonal Communication

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

Senior Printing Coordinator

- Ability to comprehend a variety of informational documents including vendor invoices, department orders, correspondence, in-house requisitions, checks, contract payments, requests for quotes, personnel documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, legal dictionary, and Personnel Policies and Procedures Manual.
- Ability to prepare print job specifications, invitations to bid, bid evaluation documents, reports (i.e. – revenue reports, paper usage reports, photo copier volume reports, and expenditures report), correspondence, personnel documents, customer invoices, 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 record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, accounting, and contract terminology and language.
- Ability to communicate effectively with supervisors, vendors, customers, contractors, coworkers, and other County employees.

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, and noise extremes.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Nursing	Class Number:	17032
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Services	Exhibit I	

Classification Function

The purpose of this classification is to assist the Nursing Director with supervising Nursing Supervisors and coordinating the home care skilled services programs.

Distinguishing Characteristics

This is a supervisory level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, 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.

- 45% +/- 10%
- Supervises and directs the work of the Nursing Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns.
- 15% +/- 5%
- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

Effective Date: 01.09.1999
Last Modified: 02.11.2015

Senior Supervisor, Nursing

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings, conferences, and interagency and community meetings; develops and maintains policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) years of nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

- Biennial renewal of license 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, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 mid-level data analysis including the ability to evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

Senior Supervisor, Nursing

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, medical books and desk references, lab referral reference, and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.

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:	Supervisor, Drug Chemistry Laboratory	Class Number:	12264
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit J</i>	

Classification Function

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

Distinguishing Characteristics

This is a manager level classification. Incumbents in the class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the drug chemistry lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

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%
- Performs administrative and technical case reviews; reviews technical laboratory records and results of tests and examinations; reviews analysis worksheets, evidence submission forms, electronic instrument, data, and final reports for accuracy and completeness; confers with Forensic Scientist in cases of error or other problems; compiles/manages caseload statistics; researches information regarding new drug compounds; stays up to date on changes in state and federal laws regarding drug classifications and narcotic laws; provides court testimony as an expert witness.
- 20% +/- 10%
- 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; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Ensures that drug chemistry laboratory activities are completed on time and accurately; ensures drug chemistry unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

Effective Date: 07.28.2014
Last modified: 07.28.2014

Supervisor, Drug Chemistry Laboratory

10% +/- 5%

- Oversees regular maintenance of Drug Chemistry laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; researches, validates, and implements new procedures; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and six (6) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Attainment of applicable scientific field certification.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift up to 100 lbs. (with assistance).

Supervisory Responsibilities

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

Effective Date: 07.28.2014
Last modified: 07.28.2014

Supervisor, Drug Chemistry Laboratory

Mathematical Ability

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

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records analysis worksheets, evidence submission forms, electronic final reports, and log books.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Drug Codes, ANSI-ASQ National Accreditation Board Standards, SWGDRUG Guidelines, standard operating procedures, forensic science books and journals, training manuals, instrument/equipment manual, safety manuals, quality assurance manuals, and code of ethics.
- Ability to prepare set records, competency test records, drug chemistry case records, evidence logs, analytical results, forms, charts, correspondence, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, attorneys, juries, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, smoke, dust, disease, bodily fluids, electrical currents, bright or dim lights, and laboratory equipment/machinery.

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

Effective Date: 07.28.2014
Last modified: 07.28.2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Supervisor	Class Number:	15072
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works	<i>Exhibit K</i>	

Classification Function

The purpose of this classification is to supervise and direct the work of mechanics and other assigned staff and oversee the maintenance and repair of County automotive and mechanic equipment and related facilities.

Distinguishing Characteristics

This is a first-line supervisor classification working under **general** supervision of the Manager, Fleet Services. This class works within a framework of policies, procedures, and regulations, and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations and budgetary restrictions.

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%
- Supervises and directs the work of mechanics 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; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 30% +/- 10%
- Schedules and tracks vehicle maintenance and repairs; makes determination of necessary repairs to underground storage tanks; applies labor charges for repair orders; orders required replacement parts from correct vendors; analyzes body shop estimates and schedules repairs with body shops; monitors and schedules vehicle warranty repairs and recalls; analyzes and produces preventative maintenance reports for service scheduling; oversees snow plow and salt equipment preparation, repair, and maintenance; oversees welding and fabrication work; makes routine inspections of equipment; operates various motor vehicles to run diagnostics and test after repairs have been completed; schedules and coordinates vehicle cleaning

- 20% +/- 10%
- Oversees operations of the public works facility; conducts inventory of parts and equipment; determines needs, obtains bids, and orders equipment and supplies; analyzes and monitors data from underground storage tanks; makes repairs as needed; supports and assists with county fuel card purchase program; monitors County GPS system and coordinates installations, removals, and reporting.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Fleet Services Supervisor

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares purchase orders; provides input in budget meetings; prepares budget requests; coordinates vehicle auctions; schedules and approves vehicle loaner/rental requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in Automotive Technology and three (3) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Automotive Service Excellence (ASE) Master Certification in Automotive and Medium/Heavy Duty Truck; or equivalent technical training.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain a class "B" Underground Storage Tank Operator within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire 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.

- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools, and supplies.
- Ability to crawl, crouch, bend, twist, and lift, push, or pull 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, evaluation, or promotion of employees
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Fleet Services Supervisor

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, mileage reports, estimates, garage reports, equipment reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including employee handbook, shop manuals, fleet buyers guide, vehicle electronics manual, parts manuals, equipment manuals, Electronic or Web Based Programs and Reference Materials, Ohio Administrative Code (AOC), Ohio Revised Code (ORC), Federal Code for Regulations (CFR), and Department of Transportation (DOT)
- Ability to prepare schedules, garage reports, work orders, estimates, Chargeback/Force accounts, purchase orders, disciplinary reports, time and leave documents, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.
- Ability to communicate effectively with supervisor, department directors, drivers, security personnel, auto body shop personnel, sales representatives, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Trace Evidence Laboratory	Class Number:	12274
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to supervise and participate in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees and promotes the efficiencies of the trace evidence lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

- 40% +/- 10%
- Oversees and participates in the recognition, collection, and processing of evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; prepares and analyzes trace evidence samples on scientific instrumentation; applies instrumental, physical, and chemical techniques in the examination of trace evidence; documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence staff; testifies in courts of law regarding trace evidence examinations.

- 20% +/- 10%
- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Ensures that trace evidence laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures trace evidence unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Trace Evidence laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, biological, or forensic science with six (6) years of experience performing forensic trace evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

Supervisory Responsibilities

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

Supervisor, Trace Evidence Lab

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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, routine statistics, and understand college level algebra, geometry, and trigonometry.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history forms, trace evidence reports, autopsy reports, police reports and photos, requests for information release, subpoenas, record of evidence submissions, record of evidence releases, case final reports, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, forensic science books and journals, quality assurance manual, safety manual, training manual, instrument manuals, hazardous material records, and code of ethics.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, instrument maintenance logs, supply order requests, 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, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

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

Supervisor, Trace Evidence Lab

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: October 7, 2019

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

FROM: F. Allen Boseman, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on August 2, 2019, 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 before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Communications Specialist 10151	11A/Exempt	11A/Exempt (No Change)	Communications

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Construction Technician 18011	4A/Non-Exempt	4A/Non-Exempt (No Change)	Public Works
Forensic Photographer 12211	6A/Non-Exempt	6A/Non-Exempt (No Change)	Medical Examiner
Laboratory Technician – Toxicology 12191	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner
Manager, Fleet Services 15073	13A/Exempt	13A/Exempt (No Change)	Public Works
Medical Records Technician 17021	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human services
Residential/Agricultural Appraisal Coordinator 20011	13A/Exempt	13A/Exempt (No Change)	Fiscal Office
Senior Printing Coordinator (Manager, Print Production) 15162	11A/Exempt	11A/Exempt (No Change)	Public Works
Senior Supervisor, Nursing 17032	12A/Exempt	12A/Exempt (No Change)	Human Services
Supervisor, Drug Chemistry Laboratory 12264	17A/Exempt	17A/Exempt (No Change)	Medical Examiner
Supervisor, Fleet Services 15072	11A/Exempt	11A/Exempt (No Change)	Public Works
Supervisor, Trace Evidence Laboratory 12274	17A/Exempt	17A/Exempt (No Change)	Medical Examiner

cc: Deborah Southerington, 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
Rhonda Caldwell, Compensation Manager

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Jeanne Schmotzer, Clerk of Council
Maggie Keenan, Director of OBM

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10151	Communications Specialist	Communications	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10151	Communications Specialist	Communications	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Communications Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mary Louise Madigan, Director of Communications	8/6/2019	Email	Copied on
	8/8/2019	Email	Communications
	8/22/2019	Email	Copied on
	9/9/2019	Email	Communications
	9/9/2019	Email	Copied on
Eliza Wing, CCO	9/9/2019	Email	Communications
	8/6/2019	Email	Review of Final Draft
	8/8/2019	Email	Follow Up Question
	8/22/2019	Email	Reminder
	9/9/2019	Email	Reminder
Jim Battigaglia – Archer Consultant	9/9/2019	Email	Clarification
	9/9/2019	Email	Confirmation of Change
	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Specialist	Class Number:	10151
FLSA:	Exempt	Pay Grade:	11A
Dept:	Communications Department		

Classification Function

The purpose of this classification is to write and develop internal and external communication collateral for Cuyahoga County's Communications Department.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing, and delivering public relations, marketing, and informational materials. Employees at this level are expected to become fully aware of operating procedures and policies of the assigned work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained.

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%
- Develops and writes internal and external communication collateral for Cuyahoga County's Communications Department; develops communication collateral (including press releases, newsletters, employee communications, web writing, blog posts, long-form articles, County business, and various campaigns and social media posts); maintains relationships with subject matter experts from different county departments, the media, and other outside sources; researches information to prepare for writing stories using online, in-print, and authoritative sources; gathers input from relevant stakeholders and subject matter experts for press release development, blog posts, and media; reviews and analyzes data gathered from sources for content production; collaborates with all county agencies to develop their communication strategies and tactics; develops online surveys to understand the County and community's perspective on specific issues.
- 30% +/- 10%
- Proposes and develops ideas and strategies to enhance the County's public image; communicates with media personnel regarding Cuyahoga County stories or press releases; monitors media coverage via online resources and social media; drafts and/or pitches ideas for approval by the Chief Communications Officer or Council; assists with creating speeches and presentations for county departments and directors.
- 20% +/- 10%
- Reviews, coordinates, and responds to public records requests for the Communications Department; utilizes storage software to log and track requests; gathers materials and information to send in response to requests; assists with public records audits by answering questions and providing information.
- 10% +/- 5%
- Manages the bidding process for Communication Department contracts; selects vendors based on responses to RFPs/RFIs; reviews bids to select most appropriate vendor; sends contracts to the Office of Procurement and Diversity; enters information into enterprise information platform and procurement system; processes payments for purchases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in public relations, communications or related field with three (3) years of public relations, marketing communications, or journalism experience; or any equivalent combination of education, training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, agency policies and procedures manual, and County branding standards.
- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, 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 public relations, media, and marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Communications Specialist

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18011	Construction Technician	Public Works	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18011	Construction Technician	Public Works	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michael Tworzydlo	7/16/2019 8/14/2019 8/23/2019	Email Email Email	Review of Final Draft Reminder Questions regarding Driver's License and Environmental Hazards
Michael Dever, Director of PW	7/16/2019 8/14/2019 8/23/2019	Email Email Email	Copied on Communications Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Construction Technician	Class Number:	18011
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works		

Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

Distinguishing Characteristics

This is an entry-level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. Positions in this class work under general guidance and supervision and perform recurring tasks using standard methods and techniques. This classification works under a framework of well-defined policies, procedures, and regulations. This position has no supervisory responsibilities.

Essential Job Functions

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

- 75% +/- 10%
- Inspects various phases of construction to ensure that the project complies with contractual plans and specifications; inspects and records project information (e.g. type and quality of work, progress and incident pictures, pay item quantities, construction methods, material inspection reports, etc.); provides daily reports of project observations and work completed to project lead for review; ensures projects are being completed according to local, State, and Federal standards; ensures that all relevant local, State, and Federal safety policies and procedures are being observed; reviews project blueprints, specifications, and contracts to verify material quantities and calculations; collects material samples to be delivered off-site for physical testing; calculates material quantities used on project; observes and records non-satisfactory, defective, or incomplete work for project finalization.
- 15% +/- 5%
- Serves as a liaison to the public; assures safety practices are being met; answers questions and addresses concerns related to the construction project; works with angry/dissatisfied residents to resolve issues; assists with establishing safe pedestrian and vehicle traffic routes through or around the construction project site.
- 10% +/- 5%
- Assists with various administrative support functions; records daily project site attendance; verifies overtime reports submitted by contractors; submits orders for field office supplies; submits annual field office inventory report.

Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of construction or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Construction Technician

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 survey tools and equipment and automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 timesheets, invoices, engineering plans and specifications, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental manuals, the Employee Handbook, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, records of samples, inspection reports, signage summary, force account, notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at a construction project site.
- Work may involve exposure to temperature and weather extremes, dust, wetness or humidity, noise extremes, machinery, and traffic hazards.

Construction Technician

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12211	Forensic Photographer	MEO	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12211	Forensic Photographer	MEO	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kate Snyder, Chief Forensic Photographer	5/21/2019	Email	Review of Final Draft
	6/5/2019	Email	Reminder
	6/13/2019	Email	Reminder
	6/18/2019	Email	Resend Drafts
	7/8/2019	Email	Reminder
	8/8/2019	Email	Reminder
	8/21/2019	Email	Confirmation of Receipt
Dr. Thomas Gilson, ME	5/21/2019	Email	Copied on Communications
	8/8/2019	Email	Copied on Communications
Hugh Shannon, Administrator	5/21/2019	Email	Copied on Communications
	8/8/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	12211
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Chief Forensic Photographer. Positions in this class independently perform recurring, well-precedented tasks using standard methods and techniques. Incumbents establish and maintain quality control and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%
- Photographs a variety of subjects and materials including crime scenes, decedents, autopsies, clothing, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary.
- 30% +/- 10%
- Processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards; processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; assists with preparation and presentation of images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.
- 10% +/- 5%
- Performs miscellaneous responsibilities related to photography laboratory; cleans and maintains equipment; tracks inventory and supplies.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; instructs interns and provides demonstrations.

Forensic Photographer

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in photography or related field with one (1) year of experience performing digital and conventional photography in a studio or laboratory setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. Additional competencies in other photo software applications as needed.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory responsibilities.

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, film, image catalogues, list of Mugshots required, list of autopsied cases, materials safety data sheets, and receiving book.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, standard operating procedures, software and hardware manuals, safety manuals, Materials Safety Data sheets, Training Manual, publications, equipment manuals, reference books, journals, and employee handbook.

Forensic Photographer

- Ability to prepare illustrations, optical discs, digital images, photographic prints, scanned image files, PowerPoint presentations, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions, and to meet deadlines.
- Ability to use and interpret basic medical terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12191	Laboratory Technician - Toxicology	MEO	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12191	Laboratory Technician - Toxicology	MEO	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, minimum qualifications, physical requirements and environmental adaptability were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Eric Lavins, Supervisory – Toxicology Laboratory	7/16/2019 8/14/2019 8/22/2019	Email Email Email	Review of Final Draft Reminder Confirmation of Receipt
Dr. Luiginio Apollonio, Chief Toxicologist	7/16/2019 8/14/2019 8/22/2019	Email Email Email	Review of Final Draft Reminder Confirmation of Receipt
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Laboratory Technician- Toxicology	Class Number:	12191
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to facilitate work in the toxicology laboratory by performing a variety of administrative, routine testing, laboratory cleaning, supply disposal, and restocking responsibilities.

Distinguishing Characteristics

This is an entry level classification. Employees in this class initially receive immediate supervision then progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this classification. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This position does not supervise but may instruct or train other employees.

Essential Job Functions

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

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

Laboratory Technician

and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps, and glass trash boxes/containers in Extraction and Instrument rooms.

10% +/- 5%

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

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required; trains and instructs other employees and interns on performance of Laboratory Technician duties.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a limited variety of automated laboratory machines and laboratory tools and supplies.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, or lift up to 20 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 established standards to recognize interactive effects and relationships.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate with supervisor, family members of the deceased, funeral homes personnel, law enforcement personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in “walk-in” refrigerator and freezer environments for short periods of time.
- Work may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, and disease/bodily fluids.

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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15073	Manager, Fleet Services	Public Works	Exempt	13A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15073	Manager, Fleet Services	Public Works	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised on 2/13/2019. The essential job functions, minimum qualifications, language, and formatting were updated to be consistent with the lower level position. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brian Stapleton, Chief Maintenance Administrator	5/31/2019	Email	Questions Regarding Minimum Quals
	6/13/2019	Email	Reminder
	7/1/2019	Email	Reminder
	7/16/2019	Email	Review of Final Draft
	7/20/2019	Email	Clarification
Michael Dever, Director of PW	7/16/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Fleet Services	Class Number:	15073
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services, equipment, and related facilities for the Department of Public Works.

Distinguishing Characteristics

This is a management classification working under general supervision of the Chief Deputy – Maintenance. This class works within a framework of policies, procedures, regulations, and laws and the employee exercises discretion and judgment in developing strategic plans, goals and objectives, making budget recommendations, directing operations and programs through subordinate supervisors and staff, and evaluating effectiveness and implementing corrective changes. The class of Manager, Fleet Services is distinguished from the class of Supervisor, Fleet Services in that the latter classification is limited to overseeing activities primarily related to maintenance and repair and does not have responsibility for budget management or ensuring the Fleet Services’ overall efficiency.

Essential Job Functions

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

- 25% +/- 10%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; assesses and schedules work to be performed by vendors including recalls, warranty, and insurance repairs; defines scope of work and obtains quotes for contract services when necessary; performs research for new and replacement vehicles and large capital equipment purchases; reviews new equipment specifications; creates and executes the capital equipment replacement schedule for all departments in the County; monitors and maintains inventory levels; approves invoices; oversees preventative maintenance programs; keeps detailed records of maintenance, repairs, and warranty information of all fleet vehicles and equipment.
- 25% +/- 10%
- Supervises and directs the work of lower-level supervisors and other department staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs Bureau of Underground Storage Tank Regulations (BUSTR) inspections; updates maintenance records; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; oversees environmental reporting for fleet and related equipment and materials; coordinates E-check reporting to Ohio EPA.

Fleet Services Manager

10% +/- 5%

- Participates in preparation of fleet department's annual budget and oversees use; gathers and analyzes operations and financial data regarding all facets of fleet operations; makes recommendations regarding budget to fund operations and increase efficiency; prepares and reviews labor and materials cost estimates for proposed fleet work; investigates, creates specifications, and makes recommendations for the purchase of new equipment and modifications to existing equipment; makes recommendations and oversees fleet services purchases including materials, parts, equipment, and tools; records and provides charge back information to the fiscal division; prepares purchase orders.

5% +/- 2%

- Assesses fleet services' effectiveness and efficiency; identifies best business practices; maintains policies and procedures manual; assures safe work practices and compliance with all local, state, and federal regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources and achieve goals and objectives.

5% +/- 2%

- Directs and oversees various programs including the County Fuel Card program and County GPS program; logs, tracks, and documents County vehicle license plates and maintains titles; oversees auction and disposal of all obsolete County vehicles and equipment; manages repairs of the Homeland security trailers for the Department of Justice Affairs.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; remains on-call 24 hours a day to respond to emergency or urgent situations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, industrial management, automotive technology, or related field and six (6) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Automotive Service Excellence (ASE) Master Automotive Technician Certification in auto mechanics and Medium/Heavy Duty Truck; or equivalent.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain a Class "B" Underground Storage Tank (UST) Operator Certification within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire 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.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools, and supplies.

Fleet Services Manager

- Ability to crawl, crouch, bend, twist, and lift, push, or pull 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, evaluation, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, and budgeting terminology and language.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

Fleet Services Manager

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17021	Medical Records Technician	Health and Human Services	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17021	Medical Records Technician	Health and Human Services	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. The education and experience requirements were updated. No change to pay grade or FLSA status
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No. of Employees Affected:	One
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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):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Darlene Wade, Deputy Administrator	07/08/2019	Email	Ask questions about questionnaire
Darlene Wade, Deputy Administrator	07/29/2019	Email	Asked questions about incumbent's certification
Darlene Wade, Deputy Administrator & David Smith, Director of Nursing	07/30/2019	Email	Sent drafted specification for review
Darlene Wade, Deputy Administrator & David Smith, Director of Nursing	08/13/2019	Email	Reminder
Jim Battigaglia, Archer Consultant	09/10/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	17021
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to maintain and account for medical records, chart audits, discharge records, storage of records, and current list of discharges in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

Essential Job Functions

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

60% +/- 10%

- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.

40% +/- 10%

- Performs related administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; makes court appearances or represents agency in litigation when medical records are subpoenaed for evidence; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables; makes resident identification cards; manages medical supplies inventory.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent, and 1 year of electronic health records, medical documentation, clerical, or administrative experience; or an equivalent combination of education, training, and experience.
- Certified Medical Billing and Coding Specialist, or an equivalent certification is required.

Additional Requirements for all levels

Medical Records Technician

- 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

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Harbaugh, Director of Appraisal	7/30/2019	Email	Clarification Regarding Minimum Qualifications Review of Final Draft
	7/30/2019	Email	
Neil Winans, Manager, R/A Appraisal	7/30/2019	Email	Clarification Regarding Minimum Qualifications Review of Final Draft
	7/30/2019	Email	
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser Coordinator	Class Number:	20011
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and 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%
- Supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet regarding property characteristics and value;

Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance or related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- Real Estate Appraiser certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Residential/Agricultural Appraisal Coordinator

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15162	Senior Printing Coordinator	Public Works	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15162	Manager, Print Production	Public Works	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The title, essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michael Chambers, Fiscal Officer	6/28/2019	Email	Review of Final Draft and suggestion of Title Change
	7/16/2019	Email	Reminder
	7/30/2019	Email	Reminder
Michael Dever, Director of PW	7/25/2019	Email	Copied on
	7/31/2019	Email	Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Print Production	Class Number:	15162
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide print services to County departments and supervise staff in the printing and reproduction department.

Distinguishing Characteristics

This is a level classification with responsibility for planning, directing, and controlling the printing and reproduction department. This position oversees the operations and promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage a small number of employees. This position has input into setting a budget and is responsible for staying within an assigned budget. This class is distinguished from the Printing Coordinator in that it supervises the latter position and has responsibility for overall management of the department.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff of printing and reproduction division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Prepares bid and contract specifications; prepares invitation to bid (ITB); prepares request for proposal (RFP) for the County's print management contract; monitors contract funding; reviews and approves contract payments; performs financial and administrative duties of contract.
- 10% +/- 5%
- Provides print services to County departments; provides consulting services for County agencies regarding printing requisitions; provides estimates, time frames, and procures materials for projects; prepares, reviews, and processes print job specifications; processes printing request to meet client's requirements; coordinates the production of printing orders throughout the entire printing process.
- 10% +/- 5%
- Maintains and oversees the division operating budget; prepares, reviews, and presents pricing model for division cost recovery; prepares and maintains a database of internal charges to County agencies; prepares reports of division activities; reviews, performs, and approves accounts payable; identifies operating and capital budget needs.

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; performs agency assessments for placement of copiers and/or network printers; prepares, recommends, and assists with all copier additions, removals, moves, and configuration updates; maintains database containing all equipment models, locations, contacts, and average monthly volumes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of print production, printing services, graphic communications, or related experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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 and specialized printing equipment.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, or lift up to 100 pounds.

Supervisory Responsibilities

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

Language Ability & Interpersonal Communication

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

Senior Printing Coordinator

- Ability to comprehend a variety of informational documents including vendor invoices, department orders, correspondence, in-house requisitions, checks, contract payments, requests for quotes, personnel documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, legal dictionary, and Personnel Policies and Procedures Manual.
- Ability to prepare print job specifications, invitations to bid, bid evaluation documents, reports (i.e. – revenue reports, paper usage reports, photo copier volume reports, and expenditures report), correspondence, personnel documents, customer invoices, 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 record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, accounting, and contract terminology and language.
- Ability to communicate effectively with supervisors, vendors, customers, contractors, coworkers, and other County employees.

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, and noise extremes.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Human Services & Sheriff
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Alex Hamame, Classification and Compensation Intern
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Tamara Mearig, HR Manager	8/8/2019	Email	Question Regarding Essential Functions
Janice Belcher, HR Generalist	8/8/2019	Email	Question Regarding Essential Functions
David Smith, Director, Nursing	8/21/2019 9/6/2019	Email Email	Review of Final Draft Reminder
Darlene Wade, Assistant Executive Deputy	8/21/2019 9/6/2019	Email Email	Review of Final Draft Reminder
Jim Battigaglia, Archer Consultant	9/10/2019 9/26/2019	Email Email	Request for Pay Grade Evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Nursing	Class Number:	17032
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Services		

Classification Function

The purpose of this classification is to assist the Nursing Director with supervising Nursing Supervisors and coordinating the home care skilled services programs.

Distinguishing Characteristics

This is a supervisory level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, 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.

- 45% +/- 10%
- Supervises and directs the work of the Nursing Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns.
- 15% +/- 5%
- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

Senior Supervisor, Nursing

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings, conferences, and interagency and community meetings; develops and maintains policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) years of nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

- Biennial renewal of license 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, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 mid-level data analysis including the ability to evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

Senior Supervisor, Nursing

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, medical books and desk references, lab referral reference, and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12264	Supervisor, Drug Chemistry Laboratory	MEO	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12264	Supervisor, Drug Chemistry Laboratory	MEO	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	8/26/2019	Email	Review of Final Draft
Dr. Thomas Gilson, County MEO	8/26/2019	Email	Copied on Communications
Hugh Shannon, MEO Administrator	8/26/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Drug Chemistry Laboratory	Class Number:	12264
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

This is a manager level classification. Incumbents in the class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the drug chemistry lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

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%
- Performs administrative and technical case reviews; reviews technical laboratory records and results of tests and examinations; reviews analysis worksheets, evidence submission forms, electronic instrument, data, and final reports for accuracy and completeness; confers with Forensic Scientist in cases of error or other problems; compiles/manages caseload statistics; researches information regarding new drug compounds; stays up to date on changes in state and federal laws regarding drug classifications and narcotic laws; provides court testimony as an expert witness.
- 20% +/- 10%
- 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; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Ensures that drug chemistry laboratory activities are completed on time and accurately; ensures drug chemistry unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.

Supervisor, Drug Chemistry Laboratory

10% +/- 5%

- Oversees regular maintenance of Drug Chemistry laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; researches, validates, and implements new procedures; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and six (6) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Attainment of applicable scientific field certification.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift up to 100 lbs. (with assistance).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of 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 and advanced statistical analysis and college level algebra.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records analysis worksheets, evidence submission forms, electronic final reports, and log books.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Federal Drug Codes, ANSI-ASQ National Accreditation Board Standards, SWGDRUG Guidelines, standard operating procedures, forensic science books and journals, training manuals, instrument/equipment manual, safety manuals, quality assurance manuals, and code of ethics.
- Ability to prepare set records, competency test records, drug chemistry case records, evidence logs, analytical results, forms, charts, correspondence, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, attorneys, juries, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic or poisonous agents, smoke, dust, disease, bodily fluids, electrical currents, bright or dim lights, and laboratory equipment/machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15072	Supervisor, Fleet Services	Public Works	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15072	Supervisor, Fleet Services	Public Works	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brian Stapleton, Chief Maintenance Administrator	5/31/2019	Email	Questions Regarding Minimum Quals
	6/13/2019	Email	Reminder
	7/1/2019	Email	Reminder
	7/16/2019	Email	Review of Final Draft
John Pinter, Manager – Fleet Services	5/31/2019	Email	Questions Regarding Minimum Quals
	6/13/2019	Email	Reminder
	7/1/2019	Email	Reminder
	7/16/2019	Email	Review of Final Draft
Michael Dever, Director of PW	7/16/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Supervisor	Class Number:	15072
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise and direct the work of mechanics and other assigned staff and oversee the maintenance and repair of County automotive and mechanic equipment and related facilities.

Distinguishing Characteristics

This is a first-line supervisor classification working under general supervision of the Manager, Fleet Services. This class works within a framework of policies, procedures, and regulations, and the employee exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving any service delivery problems, and ensuring compliance with applicable regulations and budgetary restrictions.

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%

Supervises and directs the work of mechanics 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; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%

Schedules and tracks vehicle maintenance and repairs; makes determination of necessary repairs to underground storage tanks; applies labor charges for repair orders; orders required replacement parts from correct vendors; analyzes body shop estimates and schedules repairs with body shops; monitors and schedules vehicle warranty repairs and recalls; analyzes and produces preventative maintenance reports for service scheduling; oversees snow plow and salt equipment preparation, repair, and maintenance; oversees welding and fabrication work; makes routine inspections of equipment; operates various motor vehicles to run diagnostics and test after repairs have been completed; schedules and coordinates vehicle cleaning
- 20% +/- 10%

Oversees operations of the public works facility; conducts inventory of parts and equipment; determines needs, obtains bids, and orders equipment and supplies; analyzes and monitors data from underground storage tanks; makes repairs as needed; supports and assists with county fuel card purchase program; monitors County GPS system and coordinates installations, removals, and reporting.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares purchase orders; provides input in budget meetings; prepares budget requests; coordinates vehicle auctions; schedules and approves vehicle loaner/rental requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in Automotive Technology and three (3) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Automotive Service Excellence (ASE) Master Certification in Automotive and Medium/Heavy Duty Truck; or equivalent technical training.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain a class "B" Underground Storage Tank Operator within six (6) months of hire date.
- Must obtain an EPA Section 609 MVAC Certification within six (6) months of hire 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.

- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools, and supplies.
- Ability to crawl, crouch, bend, twist, and lift, push, or pull 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, evaluation, or promotion of employees
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Fleet Services Supervisor

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, mileage reports, estimates, garage reports, equipment reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including employee handbook, shop manuals, fleet buyers guide, vehicle electronics manual, parts manuals, equipment manuals, Electronic or Web Based Programs and Reference Materials, Ohio Administrative Code (AOC), Ohio Revised Code (ORC), Federal Code for Regulations (CFR), and Department of Transportation (DOT)
- Ability to prepare schedules, garage reports, work orders, estimates, Chargeback/Force accounts, purchase orders, disciplinary reports, time and leave documents, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.
- Ability to communicate effectively with supervisor, department directors, drivers, security personnel, auto body shop personnel, sales representatives, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage environment.
- Work may involve exposure to strong odors, smoke, electrical currents, noise extremes, vibrations, and machinery.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12274	Supervisor, Trace Evidence Laboratory	MEO	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12274	Supervisor, Trace Evidence Laboratory	MEO	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dr. Harmeet Kaur, Managing Lab Director and QA Manager	8/16/2019 9/10/2019	Email Email	Review of Final Draft Confirmation of Receipt and Clarification
Dr. Thomas Gilson, County MEO	8/16/2019 9/10/2019	Email	Copied on Communications
Hugh Shannon, MEO Administrator	8/16/2019 9/10/2019	Email	Copied on Communications
Jim Battigaglia – Archer Consultant	9/10/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Trace Evidence Laboratory	Class Number:	12274
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees and promotes the efficiencies of the trace evidence lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

40% +/- 10%

- Oversees and participates in the recognition, collection, and processing of evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; prepares and analyzes trace evidence samples on scientific instrumentation; applies instrumental, physical, and chemical techniques in the examination of trace evidence; documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence staff; testifies in courts of law regarding trace evidence examinations.

20% +/- 10%

- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Supervisor, Trace Evidence Lab

15% +/- 5%

- Ensures that trace evidence laboratory activities are completed on-time and accurately; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures trace evidence unit maintains compliance with applicable accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Trace Evidence laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, biological, or forensic science with six (6) years of experience performing forensic trace evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

Supervisory Responsibilities

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

Supervisor, Trace Evidence Lab

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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, routine statistics, and understand college level algebra, geometry, and trigonometry.

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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history forms, trace evidence reports, autopsy reports, police reports and photos, requests for information release, subpoenas, record of evidence submissions, record of evidence releases, case final reports, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, forensic science books and journals, quality assurance manual, safety manual, training manual, instrument manuals, hazardous material records, and code of ethics.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, instrument maintenance logs, supply order requests, 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, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

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

Supervisor, Trace Evidence Lab

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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Communications Specialist	10151	11A/Exempt	11A/Exempt (No Change)	Communications	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Construction Technician	18011	4A/Non-Exempt	4A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Forensic Photographer	12211	6A/Non-Exempt	6A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, and minimum qualifications were updated. No change to pay grade or FLSA status.
Laboratory Technician – Toxicology	12191	5A/Non-Exempt	5A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting, minimum qualifications, physical requirements and environmental adaptability were updated. No change to pay grade or FLSA status.
Manager, Fleet Services	15073	13A/Exempt	13A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised on 2/13/2019. The essential job functions, minimum qualifications, language, and formatting were updated to be consistent with the lower level position. No change to pay grade or FLSA status.
Medical Records Technician	17021	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human services	PRC routine maintenance. Classification last revised in 2019. The education and experience requirements were updated. No change to pay grade or FLSA status.
Residential/Agricultural Appraisal Coordinator	20011	13A/Exempt	13A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2012. The language, and formatting were updated. No change to pay grade or FLSA status.
Senior Printing Coordinator (<i>Manager, Print Production</i>)	15162	11A/Exempt	11A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2016. The title, essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Senior Supervisor, Nursing	17032	12A/Exempt	12A/Exempt (No Change)	Human Services	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Drug Chemistry Laboratory	12264	17A/Exempt	17A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.
Supervisor, Fleet Services	15072	11A/Exempt	11A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Supervisor, Trace Evidence Laboratory	12274	17A/Exempt	17A/Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum requirements, language, and formatting sections were updated. No change to pay grade or FLSA status.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0237

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 - 11/30/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the Cuyahoga County Archives Advisory Commission is authorized under Cuyahoga County Code Section 206.11; and

WHEREAS, Cuyahoga County Code Section 206.11 (E)(3) states that, “With regard to the initial terms of appointed Commission members, three members shall be appointed to full terms and two members shall be appointed to half terms.”

WHEREAS, the County Executive has nominated the following individuals for reappointment to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 – 11/30/2023:

- a. Deborah A. Abbott
- b. Kieth A. Peppers

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2019 – 11/30/2023:



October 11, 2019

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Archives Advisory Commission

Dear President Brady:

Pursuant to Cuyahoga County Ordinance No. 0214-0028, Cuyahoga County has established an Archives Advisory Commission. This nine (9) member board promotes the identification and preservation of historical records and ensures access by Cuyahoga County and the general public. I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Archives Advisory Commission:

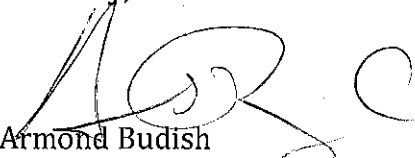
- **Deborah A. Abbott**, 4-year term, 12/01/2019 - 11/30/2023
- **Kieth A. Peppers**, 4-year term, 12/01/2019 - 11/30/2023

Attached you will find copies of the nominee's bio/resume for your review. The members of this board are not compensated and serve 4-year terms.

There is (1) other candidate on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,



Armond Budish
Cuyahoga County Executive

Biography

Deborah A. Abbott, Ph.D.



Deborah A. Abbott, Ph.D. is a professional genealogist, specializing in African American research, manuscript collections and genealogy methodology. She serves as a Trustee on the Board of the Ohio Genealogical Society (OGS); a member of the Cuyahoga County Archives Advisory Board in Cleveland; and a member of the Board of Directors for the Federation of Genealogical Societies (FGS). She is an associate with the Kentucky-Tennessee Associates based in Springfield, TN; past president of the African American Genealogical Society, Cleveland, OH; and a retired professor of Counseling from Cuyahoga Community College in Cleveland. She holds both the BS and M.Ed. degrees from Tuskegee University in Alabama and the PhD degree from Kent State University in Ohio.

Dr. Abbott is an instructor as well as the Coordinator of the African American track at IGHR in Athens, Georgia. She is an instructor at SLIG in Salt Lake City, Utah; and the African American Genealogy Colloquium at Alabama State University in Montgomery, Alabama. She presents lectures and workshops at a variety of national, state, and local genealogy conferences across the country, as well as colleges, businesses & libraries. She has had articles published in the *Ohio Genealogy News* and *Family Tree Magazines*. Dr. Abbott can also be seen teaching African American research entitled "Needles & Threads" on *Ancestry Academy*, an educational website video course for Ancestry.com.

Dr. Abbott is a member of National Genealogical Society (NGS), the Association of Professional Genealogist (APG), the Genealogical Speakers Guild (GSG), and a life member of the Fred Hart Williams Genealogical Society, Detroit, MI, as well as other state and local genealogical societies. She teaches monthly classes entitled "*Using Ancestry.com in Genealogy Research*" at the Lakewood (Ohio) Public Library and coordinates the "*Genealogy and Family History Clinic*" for the Cleveland Public Library.

A Cleveland native, she is a life member of Alpha Kappa Alpha Sorority, Inc., the Tuskegee University National Alumni Association, and Antioch Baptist Church in Cleveland.

KIETH ALAN PEPPERS
CAREER DEVELOPMENT



<p><u>Academia</u></p>	<p>Cleveland State University Master of Art in History, specializing in Museum Studies, August 2010. Bachelor of Art in History, Summa Cum Laude, May 2009.</p>												
<p><u>Development</u></p>	<table border="0"> <tr> <td>Baldwin Wallace University, Berea, Ohio <i>Archivist, Historian, and Professor</i></td> <td style="text-align: right;">08/2014- Present</td> </tr> <tr> <td>Pursue Posterity, Cleveland, Ohio <i>CEO and Resident Historian</i></td> <td style="text-align: right;">10/2011- Present</td> </tr> <tr> <td>Wadsworth Public Library, Wadsworth, Ohio <i>Reference/Teen Associate and Historian</i></td> <td style="text-align: right;">03/2013 – 08/2014</td> </tr> <tr> <td>Ideastream WVIZ/PBS, Cleveland, Ohio <i>Assistant Project Manager (Grant-Funded)</i></td> <td style="text-align: right;">08/2011 - 01/2012</td> </tr> <tr> <td>Cleveland State Special Collections, Cleveland Ohio <i>Library Assistant</i></td> <td style="text-align: right;">12/2008 - 09/2010</td> </tr> <tr> <td>Cuyahoga County Archives, Cleveland, Ohio <i>Historical Intern</i></td> <td style="text-align: right;">08/2008 - 12/2008</td> </tr> </table>	Baldwin Wallace University, Berea, Ohio <i>Archivist, Historian, and Professor</i>	08/2014- Present	Pursue Posterity, Cleveland, Ohio <i>CEO and Resident Historian</i>	10/2011- Present	Wadsworth Public Library, Wadsworth, Ohio <i>Reference/Teen Associate and Historian</i>	03/2013 – 08/2014	Ideastream WVIZ/PBS, Cleveland, Ohio <i>Assistant Project Manager (Grant-Funded)</i>	08/2011 - 01/2012	Cleveland State Special Collections, Cleveland Ohio <i>Library Assistant</i>	12/2008 - 09/2010	Cuyahoga County Archives, Cleveland, Ohio <i>Historical Intern</i>	08/2008 - 12/2008
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Cleveland State Special Collections, Cleveland Ohio <i>Library Assistant</i>	12/2008 - 09/2010												
Cuyahoga County Archives, Cleveland, Ohio <i>Historical Intern</i>	08/2008 - 12/2008												
<p><u>Courses Taught</u></p>	<p>Introduction to Public History: This course introduces public history, an area of history that applies history to our surroundings and brings the past to the people.</p> <p>Introduction to Archives and Museums (PBH 200X) The course is designed to familiarize students with common terminology, best practices, and current events in the archival and museum field.</p> <p>Research in Community History (PBH 300) This course introduces students to local history, a genre of history that emphasizes the community and its contributions to our understanding of the bigger picture.</p> <p>Oral History Practicum (PBH 350) This course introduces students to the importance, theory, literature, and practice of oral history.</p> <p>Public History Practicum (PBH 470X) The internship requires students to work for a museum, historical society, library, archive, or other public history organization.</p>												
<p><u>Presentations</u></p>	<p>Society of Ohio Archivists (May 2017) "Discover - Explore - Connect: Teaching with Primary Sources in the Sciences"</p> <p>Ohio Private Academic Libraries Annual Conference (August 2017) "Collaborative Connections: Selection – Funding – Implementation"</p> <p>Ohio Private Academic Libraries Annual Conference (August 2017) "Using Your Resources to Spur Collaboration"</p>												
<p><u>Publications</u></p>	<p><i>Three Communities, One Heritage</i> (Gray & Co. Publishing, 2017)</p> <p><i>The Maple City Rubber Company: 100 Years and Growing</i> (Commoner Co., 2015)</p> <p>"Intentional Excellence in the Baldwin Wallace University Neuroscience Program" (Journal of Undergraduate Neuroscience Education, June 7, 2015)</p>												

Projects

Three Communities, One Heritage Bicentennial Project:

(2015-2017) A multi-faceted project covering two-hundred years of history for Twinsburg, Twinsburg Township, and Reminderville. The project necessitated research, the recording of fifty oral histories, photography, and on-site visitation, culminating in a website and the publication of a book.

Cleveland Museum of Natural History Collaborative Project:

(2016-2017) Participation in two back-to-back collaborative projects, involving the oversight of students engaged in the process of digitizing and curating original, primary resources housed at the CMNH on their behalf. Students were shown proper handling, digitization, and metadata creation protocol, resulting in the digitized assets becoming accessible via CONTENTdm.

Timeline of Cincinnati's Jewish History for the Jewish Federation of Cincinnati:

(2014) An interactive timeline, displaying both major and minor events in Jewish history throughout Cincinnati's past.

The ASM International Centennial Web Exhibit:

(2013) A comprehensive timeline and web exhibit discussing events, people, and movements within ASM's 100 years. Accessible via www.clevelandmemory.org.

Digitizing the City Club of Cleveland Forums:

(2013) A grant-funded project, working in tandem with Cleveland State University to gather the highest quality recordings of each presentation conducted at the City Club of Cleveland, preparing the collection for digitization.

Consultation for The Temple Museum of Jewish Art, Religion, and Culture:

(2012-2016) A relocation of The Temple Museum from its prior location within University Circle to its new location within the Temple Tifereth-Israel Beachwood necessitating the establishment of a totally new repository requiring a complete reorganization and a comprehensive examination of all records and assets.

Collaborative ideastream Partnership:

(2012-2015) The oversight of staff, procedure, and timely completion of a grant-funded project which required the cataloging of nearly 38,000 audio, video, and digital assets along with the creation of accompanying metadata.

Professional Affiliations

- Cleveland Archival Roundtable
- National Council on Public History
- History Society of Ohio Archivists
- Ohio Museums Association
- American Alliance of Museums
- Society of American Archivists

Proficiencies

- Google Docs
- Adobe Photoshop
- Adobe Illustrator
- Audacity
- EmbARK
- CONTENTdm
- Omeka
- Microsoft Office Suite

References

- John DiGennaro: *Library Director, Baldwin Wallace University*
 Indira Gesink: *Professor and Dept. Chair, Baldwin Wallace University*
 Lynn Bycko: *Special Collections Manager, Cleveland State University*
 Judy Cetina: *County Archivist, Cuyahoga County Archives*
 Sue Koletsky: *Temple Museum Director, Temple-Tifereth Israel*

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0243

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023; and

WHEREAS, the primary goal of this project is to advise the County on creating the most beneficial and cost-effective program designs through the consultants' knowledge of this dynamic industry; and

WHEREAS, the project is funded 100% by HR Benefits Administration Funds; 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 authorizes an award on RQ45502 to The James B. Oswald Company in the amount not-to-exceed \$834,650.00 for professional employee benefits consultant services for the period 10/15/2019 - 4/15/2023.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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: October 22, 2019

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

Journal _____
_____, 20__