



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MAY 19, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed to the public at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link: council.cuyahogacounty.us/en-US/Streaming-Video.aspx**

****Public comment for this meeting may be submitted in writing via email to the Assistant Deputy Clerk of Council at arjohnson@cuyahogacounty.us no later than 9:00 a.m. on Tuesday, May 19, 2020**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MARCH 3, 2020 MEETING (See Page 3)**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2020-0090: 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 7)**
 - b) R2020-0093: A Resolution confirming the County Executive's appointment of Jesse S. Drucker, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective. **(See Page 144)**

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 3, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE FEBRUARY 4, 2020 MEETING

A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to approved by unanimous vote to approve the minutes from the February 4, 2020 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2020-0051: A Resolution confirming the County Executive's reappointment of The Honorable Michael S. Procuk to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2020 - 3/24/2023, and declaring the necessity that this Resolution become immediately effective.

Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2020-0051. Discussion ensued.

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

The Honorable Michael S. Procuik addressed the Committee regarding his nomination to serve on the Cuyahoga County Planning Commission. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2020-0051 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.

- b) R2020-0052: A Resolution confirming the County Executive's reappointment of Terrence P. Joyce to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2020 - 3/3/2023, and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0052. Discussion ensued.

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

In lieu of his attendance, Mr. Terrence P. Joyce submitted a written statement to the Committee.

Mr. Jose Feliciano, External Affairs Administrator for the Greater Cleveland Regional Transit Authority, addressed the Committee regarding Resolution No. R2020-0052. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2020-0052 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.

- c) R2020-0053: A Resolution confirming the County Executive's reappointment of Sheryl King-Benford to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2020 - 12/31/2024, and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0053. Discussion ensued.

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

In lieu of his attendance, Ms. Sheryl King-Benford submitted a written statement to the Committee.

Ms. Kathleen Dugan, Chief Administrator of the Cuyahoga County Law Library Resources Board, addressed the Committee regarding Resolution No. R2020-0053. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2020-0053 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.

- d) R2020-0054: A Resolution confirming the County Executive's appointment of Salvatore Talarico to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2023, and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0054. Discussion ensued.

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

Mr. Salvatore Talarico addressed the Committee regarding his nomination to serve on the Cuyahoga County Audit Commission. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0054 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 10:40 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0090

| | |
|---|--|
| 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. |
|---|--|

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 April 22, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through Q) 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 New Classifications:

Exhibit A: Class Title: *Compliance Coordinator*
Number: 14211
Pay Grade: 12A/Exempt

Exhibit B: Class Title: *Loan Portfolio Analyst*
Class Number: 21001
Pay Grade: 13A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Chief Investigator*
Class Number: 12223
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
An ABMDI certification is now required for the position, so that the individual is considered an expert-witness in court. Language was changed to better reflect the responsibilities of the position.

Exhibit D: Class Title: *Corrections Officer Lieutenant*
Class Number: 12351
Pay Grade: 12A/Non-Exempt
* At the request of HR and the Sheriff's Dept., the classification was updated and re-evaluated for pay grade and FLSA status due to challenges in recruiting qualified candidates. This resulted in a change in pay grade and over-time status.

Exhibit E: Class Title: *Director, Parentage Quality Assurance Manager 7 Training*
Class Number: 12321
Pay Grade: 21A/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 F: Class Title: *HRIS Administrator (ERP Business Systems Administrator)*
Class Number: 14041/16451
Pay Grade: 15B/Exempt
* The classification was expanded to be used in other departments. As a result, the wording of the document was changed to be broader even though the responsibilities remain the same. The pay grade increased due to higher minimum qualifications for the position.

- Exhibit G: Class Title: *Manager, Morgue Operations (Manager, Morgue Operations and Investigations)*
Class Number: 12301
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. Title was changed. Wording was changed to better reflect the responsibilities of the position.
- Exhibit H: Class Title: *Pathology Assistant*
Class Number: 17001
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Senior Superintendent, Facilities*
Class Number: 15092
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Wording was changed to better reflect the responsibilities of the position. Updated the certifications required for the position.
- Exhibit J: Class Title: *Superintendent, Facilities*
Class Number: 15091
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Wording was changed to better reflect the responsibilities of the position.
- Exhibit K: Class Title: *Supervisor, Pathology Assistant*
Class Number: 17002
Pay Grade: 10A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit L: Class Title: *Workers' Compensation Coordinator*
Class Number: 14091
Pay Grade: 11A/Exempt (No change)
* Revision was requested by department to update the essential job functions. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

- Exhibit M: Class Title: *Director, Real Estate Appraisal*
Class Number: 20041
Pay Grade: 17A/Exempt
* HR informed the PRC that this position has been designated as Unclassified by the Law Department.
- Exhibit N: Class Title: *Domestic Relations Mediator*
Class Number: 13211
Pay Grade: 10A/Exempt
* The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification.
- Exhibit O: Class Title: *Environmental Specialist*
Class Number: 12081
Pay Grade: 5A/Non-Exempt
* The duties have been redistributed to other classifications in the department. There are no incumbents in this classification.
- Exhibit P: Class Title: *Manager, Mediation*
Class Number: 13212
Pay Grade: 16A/Exempt
* The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification.
- Exhibit Q: Class Title: *Security Systems Compliance Coordinator*
Class Number: 16111
Pay Grade: 8A/Non-Exempt
* The County does not perform these responsibilities as PSJS no longer serves in an administrative service role between Ohio Highway Patrol LEADS system and our local police departments. There are no incumbents.

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

eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 12, 2020

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

Journal _____
_____, 2020

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------------|----------------------|-------|
| Class Title: | Compliance Coordinator | Class Number: | 14211 |
| FLSA: | Exempt | Pay Grade: | 12A |
| Dept: | Human Resources | | |

EX:A

Classification Function

The purpose of this classification is to serve a subject matter expert that facilitates, coordinates, organizes and plans multi-program projects for the County's compliance with the Americans with Disabilities Act ("ADA"), Family Medical Leave Act ("FMLA"), and Title VII of the Civil Rights Act ("Title VII"). Manage these programs as part of a centralized County management analysis enterprise, and coordinate planning activities for programs, ensuring sufficient resources are available and involved. Also, to provide guidance and training to supervisors, managers, Human Resources staff, and union leadership (stakeholders) on best practices to comply with these regulations.

Distinguishing Characteristics

This is a senior-level professional classification that provides methodical and project managerial duties while ensuring compliance to federal, state, and local labor regulations for County employees and the inmate population when applicable. This classification receives general supervision, and works under direction from the Director of Employee and Labor Relations as new or unusual situations arise. This classification is expected to exercise discretion in applying policies and procedures to resolve organizational and compliance problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and program compliance and development.

Essential Job Functions

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

- 30% +/- 10%
- Oversees various projects related to ADA, FMLA and Title VII programs to mitigate risk, ensure that adherence of compliance requirements are met and that program-related compliance projects are completed on time and on budget; assesses the County's needs and recommends solutions; prepares project plans; through project management, determines organizational and personnel requirements for compliance project teams; creates and executes project plans and revises as necessary in order to meet changing needs of the County and regulatory requirements; reviews project plans, procedures and status reports for compliance with government regulations, County standards and adherence to plans and objectives; identifies compliance improvement opportunities and implements changes for program performance; keeps administration informed of program status; facilitates meetings; facilitates program compliance issue resolutions.

- 20% +/- 10%
- Serves as lead organizational ADA coordinator to the County's Employee & Labor Relations staff and County Corrections for ADA requests and compliance matters for employees and the County's inmate population; facilitates the process for ADA requests and inquiries; reviews necessary documentation for ADA requests; makes recommendations to address ADA needs; works with law department to ensure all legalities are addressed; coordinates between different departments and stakeholders the provision of reasonable accommodation to satisfy ADA requirements; generates ad hoc and annual mandated reports on County ADA accommodations.

Compliance Coordinator

20% +/- 10%

- Develops, facilitates, and reviews the County's policies and procedures for Family Medical Leave ("FML") and ensures they are in accordance with the FMLA and other applicable regulations; provides overall guidance to HR staff and management in processing FML; ensures appropriate administration of FMLA policy; generates reports and aligns outcomes to organizational objectives; provides guidance HR staff on all FMLA issues; leads in developing FML goals objectives and systems; maintains compliance with standards and state/federal regulations.

20% +/- 10%

- Serves as lead investigation coordinator to the County's Employee & Labor Relations staff in response to Title VII complaints filed by employees; coordinates the investigation process; reviews investigative reports; issues written findings of investigations; makes recommendations in accordance with applicable local, state, and federal regulations.

5% +/- 2%

- Reviews the effectiveness and implementation of the County's policies, practices, and training regarding compliance with the ADA, Title VII, and FMLA labor regulations; makes recommendations to management on changes to policies and procedures to improve compliance; conducts training with staff on best practices regarding compliance with the ADA, Title VII, and FMLA; develops and maintains written materials and other informational pieces to broadly disseminate information.

5% +/- 2%

- Maintains expertise in ADA, Title VII, FMLA best practices; analyzes and interprets decisions, rulings, and resolutions on ADA issues and reasonable accommodation; attends trainings; reviews changes to laws and best practices; communicates with ADA and FMLA special interest groups.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations, business administration, project management or any related field with five (5) years of FMLA compliance, Title VII investigation, and ADA program management and two (2) years of supervisory or project management; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability review the work of other employees and to maintain standards.

Mathematical Ability

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

Proposed DATE

Compliance Coordinator

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 ADA requests, FMLA reports, investigative reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), American with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAA), Family Medical Leave Act (FMLA), and Title VII of the Civil Rights Act.
- Ability to prepare various FMLA reports, investigative reports, departmental policies and procedures, ADA compliance strategies, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with County management, County employees, and Corrections leadership.
- Ability to use and interpret human resource labor relations terminology and language.
- Ability to communicate with supervisors, management, county employees, corrections leadership, legal department, and Human Resources staff. .

Environmental Adaptability

- Work is typically performed in an office environment but may involve exposure to bright/dim lights or machinery when performing investigations.

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: | Loan Portfolio Analyst | Class Number: | 21001 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Development | | |

EX: B

Classification Function

Provides oversight of Cuyahoga County's economic development loan portfolio and servicing functions for all County originated loans, across all programs; accountable for the accuracy and completeness for all loan portfolio covenant data and account reconciliation.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the accuracy and completeness of all County loan portfolio covenant and loan repayment data valued over 82 million. This class works under general direction from the Loan Portfolio Manager and receives instruction as new or unusual situations arise and is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The employee plans own work to meet given objectives and processes and is expected to use judgment when performing work.

Essential Job Functions

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

- 30% +/- 10%
- Determines and recommends appropriate loan recalibrations and/or other appropriate loan adjustments; performs credit analysis and risk assessment; mitigates exposure to high risk borrowers; reaches agreement with borrowers on loan terms resulting from previous errors and ambiguous and/or errant language throughout loan documents; delivers recalibrations and adjustments to Chief and Deputy Director; participates in bi-weekly portfolio reporting meetings with leadership.
- 25% +/- 10%
- Coordinates and implements all reporting and covenant compliance regarding the Economic Development Loan Portfolio; generates portfolio status reports; records data into the County's loan record system software; provides direction to administrator on report generation; monitors County's compliance to established Loan Portfolio Management Reporting System; maintains expertise in the loan portfolio software.
- 20% +/- 10%
- Reviews existing borrower requests, loan agreements, required documentation, and invoices prior to final review by Loan Portfolio Manager; reviews the documentation and information entered by other verticals within the department into the loan portfolio software; reviews the reports for integrity of the asset pledged as collateral; reconciles the loan portfolio software with the County's accounting system; prepares loan satisfaction memo; works with loan origination team to ensure all required documentation and procedures have been followed before a loan is closed and loan proceeds are disbursed.

Senior Loan Portfolio Analyst

20% +/- 10%

- Handles loan servicing recordation in conjunction with Loan Portfolio Manager; creates and maintains accurate and up-to-date file and data management storage to ensure the department knows what documentation it has, where it is located, and how to locate it.

5% +/- 2%

- Performs the duties of the Loan Portfolio Manager when incumbent is not available.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in accounting, finance, economics, mathematics, or related field with five (5) years of finance, credit analysis, or loan servicing management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- Must obtain, or be enrolled in, an Economic Development Finance Professional accreditation program or equivalent accreditation within 180 days of hire.

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 at this time.

Mathematical Ability

- Ability to add, subtract, multiple, divide, calculate decimals and percentages, perform routine statistics, and perform 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 financial and accounting documents, loan contracts, loan reimbursement draw requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook and Department Loan Policies and Procedures
- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Proposed DATE

Senior Loan Portfolio Analyst

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------|----------------------|-------|
| Class Title: | Chief Investigator | Class Number: | 12223 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Medical Examiner's Office | | |

EX!C

Classification Function

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

Distinguishing Characteristics

This is a first-level supervisor classification that provides direct supervision to a unit of Medical Examiner's Office Investigators. While reporting directly to the Medical Examiner (or designee), this class must work in cooperation and consultation with the Manager of Morgue Operations and oversee and participate in investigations as well as leading unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all 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.

- 30% +/- 10%
- Oversees investigation compliance with local, state, and federal laws, regulations and department protocol; recommends, updates, and implements department procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; conducts internal investigations for the Medical Examiner's Office.

- 25% +/- 10%
- Supervises and directs the work of Investigators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

- 15% +/- 5%
- Communicates with a variety of members of the public, family members, consultants, outside and County agencies, and related businesses including police departments, funeral homes, hospitals, and other investigators and medical examiners to facilitate investigations operations.

- 15% +/- 5%
- Oversees and participates in investigations of death scenes and police related deaths; takes photographs and works with photographers; locates next of kin; makes death notifications; conducts Sudden Unexplained Infant Death Investigations (SUIDI); gives lectures on SUIDI investigations.

Chief Investigator

10% +/- 5%

- Oversees the handling of a decedent's property, logs decedent's property; investigates claims of missing property; works with the probate court; transfers funds to County Administration.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic science, criminal justice, mortuary science or related natural sciences (biology, physiology, anatomy) with five (5) years experience as a Death Investigator and a minimum of (3) years of experience as shift leader/supervisor; or an equivalent combination of education, training, and experience.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction 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 high school level geometry.

Chief Investigator

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including investigators' reports, city burial forms, citizens' complaints, doctors' requests for investigation, daily death reviews, requests for firearm return, SUIDI forms, conveyance record, death scene reports, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, unclaimed cash receipts, cleaning log, complaint log, city burials, requests for firearm return, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--------------------------------|----------------------|-------|
| Class Title: | Corrections Officer Lieutenant | Class Number: | 12351 |
| FLSA: | Non-Exempt | Pay Grade: | 12A |
| Dept: | Sheriff's Office | | |

EX!D

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under general direction of Associate Wardens, Wardens, and the Administrator of Corrections. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety & security measures for detention of adult felons.

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%

- Assists Associate Wardens in day-to-day operations of the Corrections staff administration, security, equipment, and property of County correctional facilities including but not limited to: makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; assists during large scale crisis or emergency events; responds to emergency situations and assists in planning and directing the placement of staff in the event of riots, escapes, and other emergencies within the facilities; alerts the management team regarding operational problems.

35% +/- 10%

- Supervises subordinate staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and schedules work; observes and evaluates the adherence of subordinate personnel to department rules and regulations; assists in assessment and development of personnel needs and requirements; assists in establishing training goals and objectives for corrections personnel; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; arbitrates differences between subordinate personnel; conducts investigations into employee misconduct; recommends hiring, promotions, discharges, and disciplinary actions.

15% +/- 5%

- Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; assist in determining Bureau personnel requirements; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached.

Corrections Lieutenant

10% +/- 5%

- Oversee and conduct in-depth inspections and investigations or studies as directed, requested, or needed. Conduct inspections of Correction's operations as specifically directed by higher authority or as determined by personal observation on; assist with the accreditation process.

15% +/- 5%

- Serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversee and conducts inspections and studies of corrections operations as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree or equivalent with five (5) years of experience as a Correction Sergeant; or any equivalent combination of training and experience.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.
- The Ohio Peace Officer Training Academy (O.P.O.T.A.) certification is required within twelve (12) months of hire.

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 safety/security and law enforcement tools and equipment such as a jail management system and computer database.
- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Supervisory Responsibilities

- Ability to schedule, 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 prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Corrections Lieutenant

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, and media requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, subordinates, inmates, Metrohealth staff, consultants, vendors, and with a variety of individuals within and outside the department.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | Director, Parentage, Quality Assurance Manager & Training | Class Number: | 12321 |
| FLSA: | Exempt | Pay Grade: | 21A |
| Dept: | Medical Examiner's Office | | |

EK!E

Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

Distinguishing Characteristics

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

Essential Job Functions

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

25% +/- 10%

- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.

20% +/- 10%

- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

Director, Parentage, Quality Assurance Manager & Training

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; develops and implements competency testing; 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; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; 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 analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

Director, Parentage, Quality Assurance Manager & Training

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 statistical and probability analysis.

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 analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.

Director, Parentage, Quality Assurance Manager & Training

- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | ERP Business Systems Administrator | Class Number: | 16451 |
| FLSA: | Exempt | Pay Grade: | 15B |
| Dept: | Fiscal, OPD, Human Resources, or Public Works | | |

EX: F

Classification Function

The purpose of this classification is to accomplish the short- and long-term goals for to the assigned department's ERP Module. This position ensures the module meets the needs of the department while aligning with the broader business and Information Technology initiatives. This position also provides strategic insight to management decisions using information within the application.

Distinguishing Characteristics

This is a journey level classification responsible for the application architecture of the assigned module to maximize the usability for department employees and management. Employees at this level receive only occasional instruction or assistance from the ERP Program Manager as new or unusual situations arise. This individual is solely responsible for their assigned module and exercises judgement to meet the needs of stakeholders. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems 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.

- 20% +/- 10%
- Designs and directs the creation of strategy, architecture, implementation, communication, delivery, and administration of applicable ERP modules, solutions, and business analytics; coordinates work between the department's management, Information Technology (IT), and other ERP classifications to ensure that all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements, providing on-going escalated support of ERP department tools, ensuring functional governance of module systems technology, and driving analytics/data reporting.

- 20% +/- 10%
- Manages projects to maintain, troubleshoot, and improve the applicable module in the County's ERP system; serves as an intermediary between the business end users and Information Technology (IT) department to convey the needs for the applicable module; coordinates with department management on changes to the system architecture of the application; communicates the changes to be made in the application (databases, widgets, tables, etc.) to the IT department; monitors that the changes are enacted according to the department's project plan; resolves any issues that impede the completion of the project; follows up with department management to ensure changes were successful and discuss future changes.

- 20% +/- 10%
- Manages the data within the application; monitors data within the application for accuracy; resolves and prevents future inaccuracy issues; queries data within the application for management; provides insight to management decisions using data within the application; ensures security compliance for users within the application.

ERP Business Systems Administrator

20% +/- 10%

- Provides various ERP-related support services; leads the design efforts for report and query needs within the department; integrates, tests, and designs queries and reports for implementation; develops training materials including manuals for all users of the application; writes training manuals for future department ERP Administrators; conducts training sessions for all users of the application.

10% +/- 5%

- Communicates with other department leads and ERP implementors to keep up to date with changes and improvements to the architecture, infrastructure, and progress of their modules; coordinates interfacing between other ERP Modules; attends conferences and product demos and reads to stay up-to-date on the capabilities of the ERP system; strategizes with management on ways to utilize the new capabilities of the ERP system to assist with the needs of the department.

10% +/- 5%

- Serves as a lead worker to plan, assign, coordinate, and review the work of other employees; provides instruction and training to employees, and solve employee problems.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer information systems, software development, business administration or applicable department field of expertise such as Public Works, Fiscal, Procurement or Human Resources with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to the applicable department's ERP core modules; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

ERP Business Systems Administrator

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires 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 applicable to the assigned department such as process flow charts, work orders, report requests, contractor and personnel records, list of materials and parts, fiscal records and reports, requests for proposals, benefits and HR reports and records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, construction manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare performance indicator reports, expense reports, training manuals, department historical reports on applicable department subjects, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise and train business, department members, and management on application standards and other system and business-related changes. Ability to convince and influence others, to record and deliver information, to explain procedures.
- Ability to use and interpret department tools, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | Manager, Morgue Operations and Investigations | Class Number: | 12301 |
| FLSA: | Exempt | Pay Grade: | 15A |
| Dept: | Medical Examiner's Office | | |

EX: 6

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Morgue Operations and Investigations divisions of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Manages morgue operations for the Medical Examiner's Office and ensures compliance with local, state, and federal laws, regulations and department protocol; participates in development and implementation of departmental procedures, policies, objectives and goals; determines if MEO should investigate based on manner of death; coordinates and assesses staffing requirements between agencies; contracts livery services; conducts quality assurance reviews on staff and services; prepares and reviews budgetary documents; participates in disaster response planning.

- 20% +/- 10%
- Supervises and directs the work of Medical Examiner Investigators and Morgue Technician Supervisor; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

- 20% +/- 10%
- Oversees and participates in investigations of death scenes and police related deaths; coordinates with photographers and takes photographs as needed; gathers x-rays from doctors and dental records from dentist for decedent identification; reviews and prepares various reports and documents relating to investigations work; plans courier logistics to pick up or deliver specimens dental/x-rays or supplies for the office; initiates locating family of the decedent; makes final decision on next of kin hierarchy; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Manager, Morgue Operations

10% +/- 5%

- Communicates with a variety of members of the public, consultants, outside and County agencies, and related businesses including police departments, funeral homes, probate court, hospitals, and other investigators and Medical Examiners to facilitate morgue and investigations operations.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field.

10% +/- 5%

- Coordinates Medicolegal Death Investigation Training for national and international Courses; schedules all speakers for year long lectures; gives lectures at training event.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).
- Valid driver's license and proof of automobile insurance.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including first call sheets, investigation, anti-terrorism, police and emergency medical services, pathology reports, spending plans, case records, admitting history and physical, consultations, dental records, x-rays, discharge summary, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, investigation reports, spreadsheets, training manuals, monthly tallies of cases, dental request letter, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors police personnel, emergency medical services, Life Banc staff, consultants, doctors, departmental employees and administrators, and elected officials.

Environmental Adaptability

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

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: | Pathology Assistant | Class Number: | 17001 |
| FLSA: | Non-Exempt | Pay Grade: | 8A |
| Dept: | Medical Examiner's Office | | |

EX:H

Classification Function

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

Distinguishing Characteristics

This is a journey-level classification working under general supervision of the Supervisor, Pathology Assistant and assisting Forensic Pathologists. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations for the performance of duties. This position is required to work weekends, holidays, and on-call hours when needed.

Essential Job Functions

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

- 45% +/- 10%
- Prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during an autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs, and other items from autopsy; restores, closes, and cleans the deceased after autopsy; prepares decedent for release to funeral home; provides educational assistance during demonstration autopsies and for students/residents in the medical education program; maintains established departmental policies and procedures, quality assurance, and safety protocols in the performance of duties.
- 25% +/- 10%
- Performs data entry and document procurement; ensures identification data of the deceased (e.g. case number, physical description, etc.) is accurate; enters information obtained from the Investigation Department about the deceased into the computer; prints labels for all specimens and evidence obtained from the deceased; inputs information into the X-ray computer prior to performing X-ray procedures; records number of X-ray images taken.
- 15% +/- 5%
- Performs cleaning and maintenance of the work environment before and after autopsy; sets up and re-stocks work stations; places instruments in preparation for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage; maintains inventory supply; maintains radiological and medical equipment; maintains storage facilities for specimens; records and disposes of stored specimens exceeding time specified by retention policies.

Pathology Assistant

15% +/- 5%

- Attends viewings and assists as needed; aids in deciding if an autopsy should be performed; provides information about the deceased to the appropriate departments; manipulates the deceased to allow thorough external examination and documentation; obtains blood, bodily fluids, and other specimen(s) from the deceased as requested; provides assistance to other departments during examinations as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

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

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 x-ray equipment, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, push or pull up to 700 lbs. (with assistance), and ability to lift up to 200 lbs. (with assistance).

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 and hospital notes, out-of-county Medical Examiner information, police information, Organ Procurement Organizations retrieval list; dosimetry reports, and packing slips and order forms.
- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, employee handbook, and equipment manuals.

Pathology Assistant

- Ability to prepare x-ray request form, time sheets, case labels, tissue disposal logs, retained tissue log, permanent save tissue log, daily case log, purchase requests, incineration charge sheets, incinerator temperature sheet, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, family members, investigators, and the Medical Examiner.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-----------------------------------|----------------------|-------|
| Class Title: | Senior Superintendent, Facilities | Class Number: | 15092 |
| FLSA: | Exempt | Pay Grade: | 14A |
| Dept: | Public Works | | |

EX: I

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise the custodial and landscaping staff or the construction and building trades staff, as well as outside contractors.

Distinguishing Characteristics

This is a senior management classification with responsibility for supervising the custodial and landscaping staff, or the building trades and construction staff, and other assigned employees for the purpose of maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. This class is distinguished from the Superintendent, Facilities position in that the Senior Superintendent oversees the work of the lower level, coordinates contracted work, and is responsible for a larger 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.

- 35% +/- 10%
- Manages, plans, and coordinates custodial and landscaping maintenance or trades maintenance and in-house construction projects in multiple County owned and leased buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance or construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning or maintenance; inspects facilities for mechanical operating systems; prepares and monitors budgets for trades or custodial projects; inspects work.

- 35% +/- 10%
- Supervises and directs the work of the custodial and landscaping staff or the trades and construction 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.

- 20% +/- 10%
- Coordinates all contracted services relating to trades maintenance or custodial and landscaping maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

Senior Facilities Superintendent

10% +/- 5%

- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain Asbestos, Occupational Health and Safety (OSHA) 10, Americans with Disabilities Act Accessibility Guidelines (ADAAG), Lead and Silica awareness training, and Blood Borne Pathogen training certification within three (3) months of hire date.
- Must obtain and maintain National Fire Protection Association (NFPA) life Safety Code, or Ohio Fire Code training 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 use a variety of building trades tools including mechanic's tools, carpentry tools, fluke meter, light meter, and plumber's tools.

Supervisory Responsibilities

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

Mathematical Ability

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

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.

Effective Date: 10.27.2006
Last Modified: 02.13.2019

Senior Facilities Superintendent

- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, payroll documents, employee leave requests, discipline reports, mechanical drawings, electrical diagrams, material estimates, fire inspection reports, blueprints, technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, city building codes, Ohio fire code, equipment handbooks and operating manuals, elevator inspection report, architectural drawings, and the Employee Handbook.
- Ability to prepare payroll documents and reports, work orders, maintenance and construction reports, graphs, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret electrical, architectural, and mechanical terminology and language.
- Ability to communicate with supervisor, judges, County employees, contractors, vendors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop environment.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

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: | Superintendent, Facilities | Class Number: | 15091 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Public Works | | |

EX: J

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in all County owned buildings.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing maintenance, repairs, and operations of all County owned buildings. This position promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage large departments and supervise supervisors. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. Employees receive direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in all County owned buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County office(s); prepares and monitors budgets for in-house construction projects; conducts project management inspections; conducts facilities maintenance inspections; leads project planning and project estimating; assesses space needs for the county; conducts facilities assessment; conducts space maintenance charge backs based on assessments and investigations; coordinates departmental moves.

- 35% +/- 10%
- Supervises and directs foreman and additional staff in the facilities division of Public Works; 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 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%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists with developing department policies; responds to written and verbal inquiries and complaints; maintains related records; reviews service contracts.

Superintendent, Facility

Minimum Training and Experience Required to Perform Essential Job Functions

- High school and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to use a variety of building trades tools including mechanic's tools and carpentry tools.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, personnel documents, mechanical drawings, HVAC diagrams, electrical diagrams, blueprints, vehicle usage log, services contracts, technical study reports, mileage reports, facility improvement reports, employee evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ADA Federal Guidelines For Construction, Electrical Systems Analysis reports, Standard Handbook for Electrical Engineers, Handbook for HVAC, Design, Facilities Maintenance Management, Means Mechanical Estimating, Means Repair Remodeling Estimating, Cuyahoga County Policies And Procedures, Evacuation Procedures and Emergency Procedures, and U.S. Courts Design Guide.

Superintendent, Facility

- Ability to prepare payroll documents, personnel documents, work orders, vehicle usage logs, billing invoices, bid documents, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret electrical, engineering, and mechanical terminology and language.
- Ability to communicate with administrators, directors, supervisors, other County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and various buildings throughout the county.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

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, Pathology Assistant | Class Number: | 17002 |
| FLSA: | Non-Exempt | Pay Grade: | 10A |
| Dept: | Medical Examiner's Office | | |

EX:K

Classification Function

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

Distinguishing Characteristics

This classification is a first-line supervisor level classification that receives general supervision from the Forensic Pathologist 3. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents are expected to use judgment in performing duties and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs and other refuse from autopsy; maintains autopsy logs.
- 20% +/- 10%
- Supervises and directs the work of Pathology Assistants; 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 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.
- 20% +/- 10%
- Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that work stations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage.
- 15% +/- 5%
- Performs inventory control functions; maintains inventory of consumable items; prepares purchase orders as needed; ensures certification of vendors prior to placing orders; obtains product information and quotes from vendors.

Supervisor, Pathology Assistant

15% +/- 5%

- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms; maintains unit's adherence to established departmental policies and procedures, quality assurance, and safety protocols.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate Degree in anatomy, biology, forensic science or related field and five (5) years of experience in forensic autopsy or related experience; 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 tools and equipment including x-ray equipment, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, and push, pull or lift up to 200 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 to other employees and to act on employee problems.
- 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 audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Supervisor, Pathology Assistant

- Ability to comprehend a variety of informational documents including, statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, patient/hospital records, organ and tissue procurement documents, and HR policies and procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, autopsy logs, radiologic review records, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a supervisory capacity, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, other departmental employees, pathologists, vendors, and those in attendance/observance of autopsy.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-----------------------------------|----------------------|-------|
| Class Title: | Workers' Compensation Coordinator | Class Number: | 14091 |
| FLSA: | Exempt | Pay Grade: | 11A |
| Dept: | Human Resources | | |

EX! L

Classification Function

The purpose of this classification is to manage the County's Workers' Compensation program for the employees under the County Executive, Elected Officials, and other County agencies.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the County's Workers' Compensation Program. The employee works under general guidance and supervision of the Environmental Health and Safety Manager but plans own work to complete given objectives and processes. This class works within a specific framework of policies, procedures, and laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, and administers the County's Workers' Compensation Program; reviews and verifies accuracy and authenticity of all claim documents, medical records, legal documents, and other related documents for each claim; initiates investigation of questionable claims; requests independent examinations for claims as required; determines claim trajectory and strategy; makes determinations on claims based on evidence of supporting documentation; researches settlement viability and independently negotiates settlement amounts and executes settlement agreements; develops and coordinates return-to-work plans; monitors claimants' treatment and return-to-work status; evaluates results of pre-employment and return-to-work medical examinations and makes appropriate determinations; confers and coordinates with human resources personnel, workers' compensation team, prosecutors, attorneys, and medical personnel in the course of claim resolution.
- 25% +/- 10%
- Supervises assigned employees; directs employees to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Attends and/or participates in depositions, workers' compensation hearings, court meetings, and other claim determination related meetings as a designated representative.

Workers' Compensation Coordinator

25% +/- 10%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; attends meetings, trainings, seminars, and conferences; creates and oversees provision of training for supervisors and managers on workers' compensation laws and County policies; attends, leads, and/or participates in meetings regarding workers' compensation issues and workers' compensation insurance status at the County; stays abreast of changes in workers' compensation legislative and regulatory issues as well as trends in innovations in workers' compensation administration; completes reports and documentation required by the State; compiles and analyzes claims data to prepare reports regarding financial impact of claims, budget recommendations, and loss prevention strategies; processes vouchers for medical invoices and contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, human resource management, or related field with three (3) years of workers' compensation administration experience, or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Workers' Compensation Coordinator

- Ability to comprehend a variety of informational documents including workers compensation documents, claim files, settlement authorizations, accident reports, injury reports, medical records, First Report of Injury, medical or psychological exams, notices of appeals, witness statements, interrogatories, court pleadings, police reports, wage statements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, Collective Bargaining Agreements, Ohio Bureau of Workers' Compensation (BWC) Rules of Law, Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), and Workers' Compensation Laws.
- Ability to prepare various reports, memos, correspondence, spreadsheets, financial and actuarial data, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret human resources, workers' compensation law, and compensation related medical terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, workers' compensation team, other County employees, managed care organization staff, third party administrator, BWC claims representatives, attorneys, private investigators, hearing administrators, physicians, 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: | Director, Real Estate Appraisal | Class Number: | 20041 |
| FLSA: | Exempt | Pay Grade: | 17 |
| Dept: | Fiscal Office - Auditor | | |

EX! M

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer; directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 10% +/- 5%
- Coordinates the triennial update and the sexennial physical reappraisal.

- 15% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

Director, Real Estate Appraisal

10% +/- 5%

- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance with five (5) years experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as an Appraiser by the Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.

Director, Real Estate Appraisal

- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.
- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment with some field work required.

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: | Domestic Relations Mediator | Class Number: | 13211 |
| FLSA: | Exempt | Pay Grade: | 10 |
| Dept: | Public Safety and Justice Services, only | | |

EX:W

Classification Function

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

Distinguishing Characteristics

This is a professional level classification with responsibility for performing mediations for domestic relations cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; listens and processes information in mediations; negotiates with high conflict couples through oral communication; teaches communications skills; screens for substance, mental health, and child abuse; prepares for mediation by reviewing docket and all filed Motions and Orders; advises litigants of outcomes and options available.
- 15% +/- 10%
- Assists with special projects as needed by the Cuyahoga County Domestic Relations; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 30% +/- 10%
- Performs administrative tasks; creates parenting plans; maintains assigned docket; maintains deadlines and coordinates with court staff; maintains court calendar; inputs court case notes; refers litigants to Ohio Agencies for services; attends required continuing education courses.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with one (1) year of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience.

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

Additional Requirements for all levels

No special license or certification is required.

Domestic Relations Mediator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including case motions, orders, intake forms, motions to modify parental rights and responsibility, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Civil Rules, Rules of Domestic Relations Court, current legislation in family law, and Ohio Rules of Mediation.
- Ability to prepare correspondence, memorandum of understandings, mediation outcome reports, quarterly status reports, agreements to mediate, Records for Early Neutral Evaluation cases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with judges, court personnel, attorneys, Guardian Ad Litem, Domestic Violence Advocates, and the general public.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|-------|
| Class Title: | Environmental Specialist | Class Number: | 12081 |
| FLSA: | Non-Exempt | Pay Grade: | 5 |
| Dept: | Public Safety & Justice Services, only | | |

EX! O

Classification Function

The purpose of this classification is to prepare and maintain required environmental material reports for compliance and enforcement.

Distinguishing Characteristics

This is an entry-level classification responsible for performing Public Safety support services within the Office of Emergency Management. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature related to Emergency Management.

Essential Job Functions

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

- 50% +/- 10%
- Prepares environmental reports for compliance and enforcement; assists with completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; maintains regulatory files and databases; prepares SARA Comprehensive Emergency Response Plan for Hazardous Materials; updates chemical inventory and public information databases; reviews and files annual chemical inventories; updates Compliance Report; verifies reports are in compliance with ORC rules.

- 40% +/- 10%
- Performs related administrative duties; creates, updates, and manages database; reviews and responds to information and public records requests; attends and prepares minutes for various meetings (i.e. LEPC and Spill Committee); attends trainings; faxes, copies, and files documents; prepares and mails out job related letters; creates and completes routine mail merge correspondence; works outreach events; acts as a liaison between County and consulting firms.

- 10% +/- 5%
- Assists and supports the Emergency Operations Center when activated; assists with logistics; documents important information in the Knowledge Center; supports jurisdiction with getting supplies; performs damage assessments; enters incident management data into automated systems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of environmental studies and/or clerical experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification required.

Environmental Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 informational questionnaires, surveys, compliance inspection reports, annual chemical inventory, facility data sheets, enforcement documentation, facility inspection forms, compliance and enforcement policy documents, Cessation of Regulated Operations (CRO), RCRA Contingency Plans, maps, spill information, public information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Facility Reporting Compliance Manual, Ohio Revised Code, LEPC Member's Handbook, Cessation of Regulated Operations (CRO) Manual, The Ohio Hazardous Materials Exercise & Evaluation Manual (EEM), Ohio Hazardous Materials Planning and Exercise Guidance Booklet, List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to-Know Act)
- Ability to prepare reports, memos, correspondence, prepare queries in database, reports (e.g. - first time filers report, non-compliance reports, 30-day letter spill reports, etc.), 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 environmental terminology and language.
- Ability to communicate effectively with supervisors/managers/directors of agency and other departments, consulting firm representatives, city officials, LEPC, Ohio EPA, Ohio SERC, fire marshals, fire chiefs, police chiefs, facility representatives, 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: | Manager, Mediation | Class Number: | 13212 |
| FLSA: | Exempt | Pay Grade: | 16 |
| Dept: | Public Safety & Justice Services | | |

EX! P

Classification Function

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.

- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.

- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.

- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.

Manager, Mediation

5% +/- 2%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

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

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Manager, Mediation

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | Security Systems Compliance Coordinator | Class Number: | 16111 |
| FLSA: | Non-Exempt | Pay Grade: | 8 |
| Departments: | Justice Affairs, only | | |

EX: Q

Classification Function

The purpose of this classification is to ensure departmental compliance with the Law Enforcement Automatic Data System (LEADS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS) policies and that all persons who operate REDSS terminals are certified in accordance with LEADS policies.

Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with crime information systems. This classification works under a framework of regulations, policies and procedures.

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%
- Serves as point-of-contact at the regional level for matters relating to LEADS information access; oversees the administration of the LEADS/CJIS system programs within the local agency; oversees the agency's compliance with LEADS/CJIS systems policies

- 15% +/- 10%
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).

- 35% +/- 10%
- Performs administrative duties (e.g. – serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field with one year of computer systems experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: April 27, 2020

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 April 22, 2020, 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 NEW CLASSIFICATIONS | | | |
|-------------------------------------|------------------------------|-----------------------------|-------------------|
| Classification Title | Classification Number | Pay Grade & FLSA | Department |
| Compliance Coordinator | 14211 | 12A/Exempt | Human Resources |
| Loan Portfolio Analyst | 21001 | 13A/Exempt | Development |

PROPOSED REVISED CLASSIFICATIONS

| REVISED CLASSIFICATIONS (Revised Title) | CURRENT PAY GRADE & FLSA | RECOMMEND ED PAY GRADE & FLSA | DEPARTMENT |
|--|---|--|---|
| Chief Investigator 12223 | 13A/Exempt | 13A/Exempt (No Change) | Medical Examiner |
| Corrections Officer Lieutenant 12351 | 11A/Exempt | 12A/Non-Exempt | Sheriff |
| Director, Parentage, Quality Assurance Manager & Training 12321 | 21A/Exempt | 21A/Exempt (No Change) | Medical Examiner |
| HRIS Administrator 14041 (ERP Business Systems Administrator 16451) | 14B/Exempt | 15B/Exempt | Human Resources, Fiscal, Public Works, and Procurement and Diversity |
| Manager, Morgue Operations 12301 (Manager, Morgue Operations and Investigations) | 15A/Exempt | 15A/Exempt (No Change) | Medical Examiner |
| Pathology Assistant 17001 | 8A/Non-Exempt | 8A/Non-Exempt (No Change) | Medical Examiner |
| Senior Superintendent, Facilities 15092 | 14A/Exempt | 14A/Exempt (No Change) | Public Works |
| Superintendent, Facilities 15091 | 13A/Exempt | 13A/Exempt (No Change) | Public Works |
| Supervisor, Pathology Assistant 17002 | 10A/Non-Exempt | 10A/Non-Exempt (No Change) | Medical Examiner |
| Workers' Compensation Coordinator 14091 | 11A/Exempt | 11A/Non-Exempt (No Change) | Human Resources |

PROPOSED DELETED CLASSIFICATIONS

| Classification Title | Classification Number | Pay Grade | Department |
|--|----------------------------------|------------------|-------------------|
| Director, Real Estate Appraisal | 20041 | 17A/Exempt | Fiscal |
| Domestic Relations Mediator | 13211 | 10A/Exempt | PSJS |
| Environmental Specialist | 12081 | 5A/Non-Exempt | PSJS |
| Manager, Mediation | 13212 | 16A/Exempt | PSJS |
| Security Systems Compliance Coordinator | 16111 | 8A/Non-Exempt | PSJS |

cc: Deborah Southerington, Commissioner
Thomas Colaluca, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Holly Woods, Interim HR Director

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Jeanne Schmotzer, Clerk of Council
Rhonda Caldwell, Compensation Manager

PROPOSED NEW CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 14211 | Compliance Coordinator | Human Resources | Exempt | 12A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | This is a new classification requested by Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

| | |
|---------------------------|-----------------|
| Dept.(s) Affected: | Human Resources |
|---------------------------|-----------------|

| | |
|-----------------------|--|
| Fiscal Impact: | PG 12A \$57,491.20– \$80,496.00 Step Placement TBD by Human Resources |
|-----------------------|--|

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

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--------------------------------|--------------------------------|------------------------------------|
| Douglas Dykes, Chief Talen Officer | 1/14/2020 | Email | Requesting CPQ be fully filled out |
| Kelli Neale, Program Officer 4 | 1/14/2020 | Email | Requesting CPQ be fully filled out |
| | 1/24/2020 | Email | Reminder to fill out CPQ |
| Holly Woods, Interim Chief Human Resource Officer | 2/25/2020 | Email | Review of Final Draft |
| | 2/28/2020 | Email | Reminder to Review Draft |

| | | | |
|--|----------------------|----------------|--|
| Eric Myles, Director of Employee & Labor Relations | 2/25/2020 | Email | Review of Final Draft |
| Rhonda Caldwell, Manager, Compensation and HRIS | 3/27/2020 | Email | She edited the CPQ and suggested edits to Class Spec |
| Jim Battigaglia, Archer Consultant | 3/4/2020 4/8/2020 | Email Email | Pay Grade Evaluation Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------------|----------------------|-------|
| Class Title: | Compliance Coordinator | Class Number: | 14211 |
| FLSA: | Exempt | Pay Grade: | 12A |
| Dept: | Human Resources | | |

Classification Function

The purpose of this classification is to serve a subject matter expert that facilitates, coordinates, organizes and plans multi-program projects for the County’s compliance with the Americans with Disabilities Act (“ADA”), Family Medical Leave Act (“FMLA”), and Title VII of the Civil Rights Act (“Title VII”). Manage these programs as part of a centralized County management analysis enterprise, and coordinate planning activities for programs, ensuring sufficient resources are available and involved. Also, to provide guidance and training to supervisors, managers, Human Resources staff, and union leadership (stakeholders) on best practices to comply with these regulations.

Distinguishing Characteristics

This is a senior-level professional classification that provides methodical and project managerial duties while ensuring compliance to federal, state, and local labor regulations for County employees and the inmate population when applicable. This classification receives general supervision, and works under direction from the Director of Employee and Labor Relations as new or unusual situations arise. This classification is expected to exercise discretion in applying policies and procedures to resolve organizational and compliance problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and program compliance and development.

Essential Job Functions

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

- 30% +/- 10%
- Oversees various projects related to ADA, FMLA and Title VII programs to mitigate risk, ensure that adherence of compliance requirements are met and that program-related compliance projects are completed on time and on budget; assesses the County’s needs and recommends solutions; prepares project plans; through project management, determines organizational and personnel requirements for compliance project teams; creates and executes project plans and revises as necessary in order to meet changing needs of the County and regulatory requirements; reviews project plans, procedures and status reports for compliance with government regulations, County standards and adherence to plans and objectives; identifies compliance improvement opportunities and implements changes for program performance; keeps administration informed of program status; facilitates meetings; facilitates program compliance issue resolutions.

- 20% +/- 10%
- Serves as lead organizational ADA coordinator to the County’s Employee & Labor Relations staff and County Corrections for ADA requests and compliance matters for employees and the County’s inmate population; facilitates the process for ADA requests and inquiries; reviews necessary documentation for ADA requests; makes recommendations to address ADA needs; works with law department to ensure all legalities are addressed; coordinates between different departments and stakeholders the provision of reasonable accommodation to satisfy ADA requirements; generates ad hoc and annual mandated reports on County ADA accommodations.

Compliance Coordinator

20% +/- 10%

- Develops, facilitates, and reviews the County's policies and procedures for Family Medical Leave ("FML") and ensures they are in accordance with the FMLA and other applicable regulations; provides overall guidance to HR staff and management in processing FML; ensures appropriate administration of FMLA policy; generates reports and aligns outcomes to organizational objectives; provides guidance HR staff on all FMLA issues; leads in developing FML goals objectives and systems; maintains compliance with standards and state/federal regulations.

20% +/- 10%

- Serves as lead investigation coordinator to the County's Employee & Labor Relations staff in response to Title VII complaints filed by employees; coordinates the investigation process; reviews investigative reports; issues written findings of investigations; makes recommendations in accordance with applicable local, state, and federal regulations.

5% +/- 2%

- Reviews the effectiveness and implementation of the County's policies, practices, and training regarding compliance with the ADA, Title VII, and FMLA labor regulations; makes recommendations to management on changes to policies and procedures to improve compliance; conducts training with staff on best practices regarding compliance with the ADA, Title VII, and FMLA; develops and maintains written materials and other informational pieces to broadly disseminate information.

5% +/- 2%

- Maintains expertise in ADA, Title VII, FMLA best practices; analyzes and interprets decisions, rulings, and resolutions on ADA issues and reasonable accommodation; attends trainings; reviews changes to laws and best practices; communicates with ADA and FMLA special interest groups.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations, business administration, project management or any related field with five (5) years of FMLA compliance, Title VII investigation, and ADA program management and two (2) years of supervisory or project management; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability review the work of other employees and to maintain standards.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including ADA requests, FMLA reports, investigative reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), American with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAA), Family Medical Leave Act (FMLA), and Title VII of the Civil Rights Act.
- Ability to prepare various FMLA reports, investigative reports, departmental policies and procedures, ADA compliance strategies, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with County management, County employees, and Corrections leadership.
- Ability to use and interpret human resource labor relations terminology and language.
- Ability to communicate with supervisors, management, county employees, corrections leadership, legal department, and Human Resources staff. .

Environmental Adaptability

- Work is typically performed in an office environment but may involve exposure to bright/dim lights or machinery when performing investigations.

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

PROPOSED NEW CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-------------------------------|--------------------|--------------------|------------------|
| 21001 | Loan Portfolio Analyst | Development | Exempt | 13A |

| | |
|----------------------|---------------------------|
| Requested By: | Department of Development |
|----------------------|---------------------------|

| | |
|-------------------|---|
| Rationale: | This is a new classification requested by the Development based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

| | |
|---------------------------|-------------|
| Dept.(s) Affected: | Development |
|---------------------------|-------------|

| | |
|-----------------------|---|
| Fiscal Impact: | PG 13A \$60,528.00 - \$84,718.40 Step Placement TBD by Human Resources |
|-----------------------|---|

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

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--------------------------------|--------------------------------|--------------------------------------|
| Bryan Edwards, Manager, Loan Portfolio | 9/18/2019 | Email | Review Final Draft |
| | 10/2/2019 | Email | Discussion about position name |
| | 3/6/2020 | Meeting (in person) | Discussion about the Position |
| Kelli Neale, Program Officer 4 | 3/6/2020 | Meeting (in person) | Discussion about the Position |
| | 3/6/2020 | Email | Edited the CPQ |
| Jim Battigaglia, Archer Consultant | 10/11/2019 | Email | Pay Grade Evaluation |
| | 11/5/2019 | Email | Reminder for Pay Grade Evaluation |
| | 3/6/2020 | Meeting (in person) | Discussion about the Position |
| | 4/?/2020 | Email | Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------------|----------------------|-------|
| Class Title: | Loan Portfolio Analyst | Class Number: | 21001 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Development | | |

Classification Function

Provides oversight of Cuyahoga County’s economic development loan portfolio and servicing functions for all County originated loans, across all programs; accountable for the accuracy and completeness for all loan portfolio covenant data and account reconciliation.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the accuracy and completeness of all County loan portfolio covenant and loan repayment data valued over 82 million. This class works under general direction from the Loan Portfolio Manager and receives instruction as new or unusual situations arise and is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The employee plans own work to meet given objectives and processes and is expected to use judgment when performing work.

Essential Job Functions

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

- 30% +/- 10%
- Determines and recommends appropriate loan recalibrations and/or other appropriate loan adjustments; performs credit analysis and risk assessment; mitigates exposure to high risk borrowers; reaches agreement with borrowers on loan terms resulting from previous errors and ambiguous and/or errant language throughout loan documents; delivers recalibrations and adjustments to Chief and Deputy Director; participates in bi-weekly portfolio reporting meetings with leadership.
- 25% +/- 10%
- Coordinates and implements all reporting and covenant compliance regarding the Economic Development Loan Portfolio; generates portfolio status reports; records data into the County’s loan record system software; provides direction to administrator on report generation; monitors County’s compliance to established Loan Portfolio Management Reporting System; maintains expertise in the loan portfolio software.
- 20% +/- 10%
- Reviews existing borrower requests, loan agreements, required documentation, and invoices prior to final review by Loan Portfolio Manager; reviews the documentation and information entered by other verticals within the department into the loan portfolio software; reviews the reports for integrity of the asset pledged as collateral; reconciles the loan portfolio software with the County’s accounting system; prepares loan satisfaction memo; works with loan origination team to ensure all required documentation and procedures have been followed before a loan is closed and loan proceeds are disbursed.

Senior Loan Portfolio Analyst

20% +/- 10%

- Handles loan servicing recordation in conjunction with Loan Portfolio Manager; creates and maintains accurate and up-to-date file and data management storage to ensure the department knows what documentation it has, where it is located, and how to locate it.

5% +/- 2%

- Performs the duties of the Loan Portfolio Manager when incumbent is not available.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in accounting, finance, economics, mathematics, or related field with five (5) years of finance, credit analysis, or loan servicing management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- Must obtain, or be enrolled in, an Economic Development Finance Professional accreditation program or equivalent accreditation within 180 days of hire.

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 at this time.

Mathematical Ability

- Ability to add, subtract, multiple, divide, calculate decimals and percentages, perform routine statistics, and perform 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 financial and accounting documents, loan contracts, loan reimbursement draw requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook and Department Loan Policies and Procedures
- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Loan Portfolio Analyst

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|----------------------|---------------------------|-------------|-----------|
| 12223 | Chief Investigator | Medical Examiner's Office | Exempt | 13A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|----------------------|---------------------------|-------------|-----------|
| 12223 | Chief Investigator | Medical Examiner's Office | Exempt | 13A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | PRC routine maintenance. Classification last revised in 2014. An ABMDI and SUIDI certification is now required for the position. Language was changed to better reflect the responsibilities of the position. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

| | |
|---------------------------|---------------------------|
| Dept.(s) Affected: | Medical Examiner's Office |
|---------------------------|---------------------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|--|--------------------------------|--------------------------------|-----------------------------|
| Joe Stopak, Manager Morgue Operations and Chief Investigator | 12/6/2019 | Phone Call | Ask questions |
| Hugh Shannon, Director of Operations | 12/17/2019 | Email | Sent Drafted Specifications |
| Jim Battigaglia, Archer Consultant | 1/18/2017 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------|----------------------|-------|
| Class Title: | Chief Investigator | Class Number: | 12223 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Medical Examiner's Office | | |

Classification Function

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

Distinguishing Characteristics

This is a first-level supervisor classification that provides direct supervision to a unit of Medical Examiner's Office Investigators. While reporting directly to the Medical Examiner (or designee), this class must work in cooperation and consultation with the Manager of Morgue Operations and oversee and participate in investigations as well as leading unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all 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.

- 30% +/- 10%
- Oversees investigation compliance with local, state, and federal laws, regulations and department protocol; recommends, updates, and implements department procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; conducts internal investigations for the Medical Examiner's Office.

- 25% +/- 10%
- Supervises and directs the work of Investigators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

- 15% +/- 5%
- Communicates with a variety of members of the public, family members, consultants, outside and County agencies, and related businesses including police departments, funeral homes, hospitals, and other investigators and medical examiners to facilitate investigations operations.

- 15% +/- 5%
- Oversees and participates in investigations of death scenes and police related deaths; takes photographs and works with photographers; locates next of kin; makes death notifications; conducts Sudden Unexplained Infant Death Investigations (SUIDI); gives lectures on SUIDI investigations.

Chief Investigator

10% +/- 5%

- Oversees the handling of a decedent's property, logs decedent's property; investigates claims of missing property; works with the probate court; transfers funds to County Administration.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in forensic science, criminal justice, mortuary science or related natural sciences (biology, physiology, anatomy) with five (5) years experience as a Death Investigator and a minimum of (3) years of experience as shift leader/supervisor; or an equivalent combination of education, training, and experience.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction 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 high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including investigators' reports, city burial forms, citizens' complaints, doctors' requests for investigation, daily death reviews, requests for firearm return, SUIDI forms, conveyance record, death scene reports, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, unclaimed cash receipts, cleaning log, complaint log, city burials, requests for firearm return, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

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

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

| CURRENT CLASSIFICATION | | | | |
|------------------------|--------------------------------|------------------|-------------|-----------|
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 12351 | Corrections Officer Lieutenant | Sheriff's Office | Exempt | 11A |

| PROPOSED REVISED CLASSIFICATION | | | | |
|---------------------------------|--------------------------------|------------------|-------------|-----------|
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 12351 | Corrections Officer Lieutenant | Sheriff's Office | Non-Exempt | 12A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | At the request of HR and the Sheriff's Dept., the classification was updated and re-evaluated for pay grade and FLSA status due to challenges in recruiting qualified candidates. This resulted in a change in pay grade and over-time status. |
|-------------------|--|

| | |
|-----------------------------------|-----------------------|
| No. of Employees Affected: | TBD. 8 will be hired. |
|-----------------------------------|-----------------------|

| | |
|---------------------------|------------------|
| Dept.(s) Affected: | Sheriff's Office |
|---------------------------|------------------|

| | |
|-----------------------|--|
| Fiscal Impact: | PG 11 \$54,433.60 - \$76,294.40 PG 12 \$57,491.20 - \$80,496.00 |
|-----------------------|--|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

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

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|-------------------------------------|--------------------------------|---|
| Kelli Neal, PO4 | 2/25/2020 3/23/2020 4/16/2020 | E-mail, Phone Call | Classification re-evaluation |
| Rhonda Caldwell, Compensation Mgr. | 2/26/2020 2/27/2020 4/16/2020 | Email, phone call | Classification re-evaluation Compensation Challenges |
| Ronda Gibson, Corrections Administrator | 3/20/2020 | Email, Phone call | Recruitment Challenges |
| Jim Battigaglia, Archer Consultant | 3/23/2020 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--------------------------------|----------------------|-------|
| Class Title: | Corrections Officer Lieutenant | Class Number: | 12351 |
| FLSA: | Non-Exempt | Pay Grade: | 12A |
| Dept: | Sheriff's Office | | |

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under general direction of Associate Wardens, Wardens, and the Administrator of Corrections. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety & security measures for detention of adult felons.

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%
- Assists Associate Wardens in day-to-day operations of the Corrections staff administration, security, equipment, and property of County correctional facilities including but not limited to: makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; assists during large scale crisis or emergency events; responds to emergency situations and assists in planning and directing the placement of staff in the event of riots, escapes, and other emergencies within the facilities; alerts the management team regarding operational problems.
- 35% +/- 10%
- Supervises subordinate staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and schedules work; observes and evaluates the adherence of subordinate personnel to department rules and regulations; assists in assessment and development of personnel needs and requirements; assists in establishing training goals and objectives for corrections personnel; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; arbitrates differences between subordinate personnel; conducts investigations into employee misconduct; recommends hiring, promotions, discharges, and disciplinary actions.
- 15% +/- 5%
- Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; assist in determining Bureau personnel requirements; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached.

10% +/- 5%

- Oversee and conduct in-depth inspections and investigations or studies as directed, requested, or needed. Conduct inspections of Correction's operations as specifically directed by higher authority or as determined by personal observation on; assist with the accreditation process.

15% +/- 5%

- Serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversee and conducts inspections and studies of corrections operations as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree or equivalent with five (5) years of experience as a Correction Sergeant; or any equivalent combination of training and experience.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.
- The Ohio Peace Officer Training Academy (O.P.O.T.A.) certification is required within twelve (12) months of hire.

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 safety/security and law enforcement tools and equipment such as a jail management system and computer database.
- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Supervisory Responsibilities

- Ability to schedule, 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 prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, and media requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, subordinates, inmates, Metrohealth staff, consultants, vendors, and with a variety of individuals within and outside the department.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

| CURRENT CLASSIFICATION | | | | |
|---------------------------------|---|------------|-------------|-----------|
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 12321 | Director, Parentage, Quality Assurance Manager & Training | MEO | Exempt | 21A |
| PROPOSED REVISED CLASSIFICATION | | | | |
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 12321 | Director, Parentage, Quality Assurance Manager & Training | MEO | Exempt | 21A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | 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. |
|-------------------|--|

| | |
|-----------------------------------|---------|
| No. of Employees Affected: | One (1) |
|-----------------------------------|---------|

| | |
|---------------------------|---------------------------|
| Dept.(s) Affected: | Medical Examiner's Office |
|---------------------------|---------------------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--|--------------------------------|---|
| Dr. Thomas Gilson, County MEO | 10/17/2019 11/12/2019 11/26/2019 | Email Email Email | Review of Final Draft Reminder Clarification regarding unclassified classifications |
| Hugh Shannon, Administrator | 10/17/2019 11/12/2019 11/26/2019 | Email Email Email | Review of Final Draft Reminder Clarification regarding unclassified classifications |
| Jim Battigaglia – Archer Consultant | 12/31/2019 | Email | Request for Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | Director, Parentage, Quality Assurance Manager & Training | Class Number: | 12321 |
| FLSA: | Exempt | Pay Grade: | 21A |
| Dept: | Medical Examiner's Office | | |

Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

Distinguishing Characteristics

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

Essential Job Functions

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

- 25% +/- 10%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.
- 20% +/- 10%
- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

Director, Parentage, Quality Assurance Manager & Training

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; develops and implements competency testing; 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; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; 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 analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

Supervisory Responsibilities

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

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 analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.

Director, Parentage, Quality Assurance Manager & Training

- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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

CURRENT CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|----------------------|-----------------|-------------|-----------|
| 14041 | HRIS Administrator | Human Resources | Exempt | 14B |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|------------------------------------|--|-------------|-----------|
| 16451 | ERP Business Systems Administrator | Human Resources, Fiscal, Public Works, and OPD | Exempt | 15B |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | The classification was expanded to be used in other departments. As a result, the wording of the document was changed to be broader even though the responsibilities remain the same. The pay grade increased due to higher minimum qualifications for the position. |
|-------------------|--|

| | |
|-----------------------------------|---|
| No. of Employees Affected: | 1 |
|-----------------------------------|---|

| | |
|---------------------------|--|
| Dept.(s) Affected: | Human Resources, Fiscal, OPD, Public Works |
|---------------------------|--|

| | |
|-----------------------|--|
| Fiscal Impact: | PG 14B: \$70,528.63 - \$98,845.34 PG 15B: \$74,383.30 - \$104,128.13 Step Placement TBD by Human Resources |
|-----------------------|--|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|--|---|--|--|
| Brian Stapleton, Deputy Chief, Maintenance | 11/21/2019 12/11/2019 1/29/2020 | Email Email Email | Review Drafted Spec Review Drafted Spec Review Drafted Spec |
| Robert Knoll, Information System Analyst | 11/21/2019 12/11/2019 | Email Email | Review Drafted Spec Review Drafted Spec |
| Thomas Petek, Manager, ERP Technical | 2/1/2020 2/18/2020 | Email Phone | Review CPQ Discuss Position |
| Kelli Neale, Program Officer 4 | 11/21/2019 12/5/2019 1/13/2020 1/27/2020 2/20/2020 2/25/2020 | Email Phone Email Meeting Email Phone | Review Drafted Spec Questions Questions Job Analysis of Position Compare HRIS and EAM Positions Decision to Merge Positions |
| Rhonda Caldwell, Manager, Compensation and HRIS | 12/5/2019 1/27/2020 2/20/2020 2/25/2020 | Phone Meeting Email Phone | Questions Job Analysis of Position Compare HRIS and EAM Positions Decision to Merge Positions |
| Kiran Vasudevan, Manager ERP Program | 1/27/2020 2/20/2020 | Meeting Email | Job Analysis of Position Review Drafted HRIS spec |
| Jim Battigaglia, Archer Consultant | 2/25/2020 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | ERP Business Systems Administrator | Class Number: | 16451 |
| FLSA: | Exempt | Pay Grade: | 15B |
| Dept: | Fiscal, OPD, Human Resources, or Public Works | | |

Classification Function

The purpose of this classification is to accomplish the short- and long-term goals for to the assigned department's ERP Module. This position ensures the module meets the needs of the department while aligning with the broader business and Information Technology initiatives. This position also provides strategic insight to management decisions using information within the application.

Distinguishing Characteristics

This is a journey level classification responsible for the application architecture of the assigned module to maximize the usability for department employees and management. Employees at this level receive only occasional instruction or assistance from the ERP Program Manager as new or unusual situations arise. This individual is solely responsible for their assigned module and exercises judgement to meet the needs of stakeholders. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems 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.

- 20% +/- 10%
- Designs and directs the creation of strategy, architecture, implementation, communication, delivery, and administration of applicable ERP modules, solutions, and business analytics; coordinates work between the department's management, Information Technology (IT), and other ERP classifications to ensure that all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements, providing on-going escalated support of ERP department tools, ensuring functional governance of module systems technology, and driving analytics/data reporting.
- 20% +/- 10%
- Manages projects to maintain, troubleshoot, and improve the applicable module in the County's ERP system; serves as an intermediary between the business end users and Information Technology (IT) department to convey the needs for the applicable module; coordinates with department management on changes to the system architecture of the application; communicates the changes to be made in the application (databases, widgets, tables, etc.) to the IT department; monitors that the changes are enacted according to the department's project plan; resolves any issues that impede the completion of the project; follows up with department management to ensure changes were successful and discuss future changes.
- 20% +/- 10%
- Manages the data within the application; monitors data within the application for accuracy; resolves and prevents future inaccuracy issues; queries data within the application for management; provides insight to management decisions using data within the application; ensures security compliance for users within the application.

20% +/- 10%

- Provides various ERP-related support services; leads the design efforts for report and query needs within the department; integrates, tests, and designs queries and reports for implementation; develops training materials including manuals for all users of the application; writes training manuals for future department ERP Administrators; conducts training sessions for all users of the application.

10% +/- 5%

- Communicates with other department leads and ERP implementors to keep up to date with changes and improvements to the architecture, infrastructure, and progress of their modules; coordinates interfacing between other ERP Modules; attends conferences and product demos and reads to stay up-to-date on the capabilities of the ERP system; strategizes with management on ways to utilize the new capabilities of the ERP system to assist with the needs of the department.

10% +/- 5%

- Serves as a lead worker to plan, assign, coordinate, and review the work of other employees; provides instruction and training to employees, and solve employee problems.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer information systems, software development, business administration or applicable department field of expertise such as Public Works, Fiscal, Procurement or Human Resources with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to the applicable department's ERP core modules; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

ERP Business Systems Administrator

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires 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 applicable to the assigned department such as process flow charts, work orders, report requests, contractor and personnel records, list of materials and parts, fiscal records and reports, requests for proposals, benefits and HR reports and records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, construction manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare performance indicator reports, expense reports, training manuals, department historical reports on applicable department subjects, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise and train business, department members, and management on application standards and other system and business-related changes. Ability to convince and influence others, to record and deliver information, to explain procedures.
- Ability to use and interpret department tools, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

| CURRENT CLASSIFICATION | | | | |
|---------------------------------|---|---------------------------|-------------|-----------|
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 12301 | Manager, Morgue Operations | Medical Examiner's Office | Exempt | 15A |
| PROPOSED REVISED CLASSIFICATION | | | | |
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 12301 | Manager, Morgue Operations and Investigations | Medical Examiner's Office | Exempt | 15A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | PRC routine maintenance. Classification last revised in 2014. Title was changed. Wording was changed to better reflect the responsibilities of the position. |
|-------------------|--|

| | |
|-----------------------------------|---------|
| No. of Employees Affected: | One (1) |
|-----------------------------------|---------|

| | |
|---------------------------|---------------------------|
| Dept.(s) Affected: | Medical Examiner's Office |
|---------------------------|---------------------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|--|--------------------------------|--------------------------------|-----------------------------|
| Joe Stopak, Manager Morgue Operations and Chief Investigator | 12/6/2019 | Phone Call | Ask questions |
| Hugh Shannon, Director of Operations | 12/17/2019 | Email | Sent Drafted Specifications |
| Jim Battigaglia, Archer Consultant | 1/18/2017 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | Manager, Morgue Operations and Investigations | Class Number: | 12301 |
| FLSA: | Exempt | Pay Grade: | 15A |
| Dept: | Medical Examiner's Office | | |

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Morgue Operations and Investigations divisions of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Manages morgue operations for the Medical Examiner's Office and ensures compliance with local, state, and federal laws, regulations and department protocol; participates in development and implementation of departmental procedures, policies, objectives and goals; determines if MEO should investigate based on manner of death; coordinates and assesses staffing requirements between agencies; contracts livery services; conducts quality assurance reviews on staff and services; prepares and reviews budgetary documents; participates in disaster response planning.
- 20% +/- 10%
- Supervises and directs the work of Medical Examiner Investigators and Morgue Technician Supervisor; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.
- 20% +/- 10%
- Oversees and participates in investigations of death scenes and police related deaths; coordinates with photographers and takes photographs as needed; gathers x-rays from doctors and dental records from dentist for decedent identification; reviews and prepares various reports and documents relating to investigations work; plans courier logistics to pick up or deliver specimens dental/x-rays or supplies for the office; initiates locating family of the decedent; makes final decision on next of kin hierarchy; aids families in the process of indigent burial by ensuring completion of necessary documentation.

10% +/- 5%

- Communicates with a variety of members of the public, consultants, outside and County agencies, and related businesses including police departments, funeral homes, probate court, hospitals, and other investigators and Medical Examiners to facilitate morgue and investigations operations.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field.

10% +/- 5%

- Coordinates Medicolegal Death Investigation Training for national and international Courses; schedules all speakers for year long lectures; gives lectures at training event.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).
- Valid driver's license and proof of automobile insurance.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including first call sheets, investigation, anti-terrorism, police and emergency medical services, pathology reports, spending plans, case records, admitting history and physical, consultations, dental records, x-rays, discharge summary, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, investigation reports, spreadsheets, training manuals, monthly tallies of cases, dental request letter, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors police personnel, emergency medical services, Life Banc staff, consultants, doctors, departmental employees and administrators, and elected officials.

Environmental Adaptability

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

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 |
|--------------|----------------------|------------|-------------|-----------|
| 17001 | Pathology Assistant | MEO | Non-Exempt | 8A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|--------------|----------------------|------------|-------------|-----------|
| 17001 | Pathology Assistant | MEO | Non-Exempt | 8A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status. |
|-------------------|--|

| | |
|-----------------------------------|----------|
| No. of Employees Affected: | Four (4) |
|-----------------------------------|----------|

| | |
|---------------------------|---------------------------|
| Dept.(s) Affected: | Medical Examiner’s Office |
|---------------------------|---------------------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--------------------------------|--------------------------------|---|
| Paul Wheaton, Supervisor, Pathology Assistant | 7/23/2019 | Email | Questions regarding Essential Functions |
| | 10/29/2019 | Email | Review of Final Draft |
| | 11/18/2019 | Email | Reminder |
| | 12/6/2019 | Email | Reminder |
| Dr. Andrea McCollom, Forensic Pathologist 3 | 7/23/2019 | Email | Questions regarding Essential Functions |
| | 7/23/2019 | Email | Questions Regarding Minimum Qualifications |
| | 8/15/2019 | Email | Reminder |
| | 10/29/2019 | Email | Review of Final Draft |
| | 11/18/2019 | Email | Reminder |
| 12/6/2019 | Email | Reminder | |
| Dr. Joseph Felo, Deputy Chief ME | 10/29/2019 | Email | Review of Final Draft |
| | 11/18/2019 | Email | Reminder |
| | 12/6/2019 | Email | Reminder |
| Jim Battigaglia – Archer Consultant | 12/31/2019 | Email | Request for Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------|----------------------|-------|
| Class Title: | Pathology Assistant | Class Number: | 17001 |
| FLSA: | Non-Exempt | Pay Grade: | 8A |
| Dept: | Medical Examiner's Office | | |

Classification Function

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

Distinguishing Characteristics

This is a journey-level classification working under general supervision of the Supervisor, Pathology Assistant and assisting Forensic Pathologists. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations for the performance of duties. This position is required to work weekends, holidays, and on-call hours when needed.

Essential Job Functions

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

- 45% +/- 10%
- Prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during an autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs, and other items from autopsy; restores, closes, and cleans the deceased after autopsy; prepares decedent for release to funeral home; provides educational assistance during demonstration autopsies and for students/residents in the medical education program; maintains established departmental policies and procedures, quality assurance, and safety protocols in the performance of duties.
- 25% +/- 10%
- Performs data entry and document procurement; ensures identification data of the deceased (e.g. case number, physical description, etc.) is accurate; enters information obtained from the Investigation Department about the deceased into the computer; prints labels for all specimens and evidence obtained from the deceased; inputs information into the X-ray computer prior to performing X-ray procedures; records number of X-ray images taken.
- 15% +/- 5%
- Performs cleaning and maintenance of the work environment before and after autopsy; sets up and re-stocks work stations; places instruments in preparation for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage; maintains inventory supply; maintains radiological and medical equipment; maintains storage facilities for specimens; records and disposes of stored specimens exceeding time specified by retention policies.

Pathology Assistant

15% +/- 5%

- Attends viewings and assists as needed; aids in deciding if an autopsy should be performed; provides information about the deceased to the appropriate departments; manipulates the deceased to allow thorough external examination and documentation; obtains blood, bodily fluids, and other specimen(s) from the deceased as requested; provides assistance to other departments during examinations as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

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

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 x-ray equipment, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, push or pull up to 700 lbs. (with assistance), and ability to lift up to 200 lbs. (with assistance).

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 and hospital notes, out-of-county Medical Examiner information, police information, Organ Procurement Organizations retrieval list; dosimetry reports, and packing slips and order forms.
- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, employee handbook, and equipment manuals.

Pathology Assistant

- Ability to prepare x-ray request form, time sheets, case labels, tissue disposal logs, retained tissue log, permanent save tissue log, daily case log, purchase requests, incineration charge sheets, incinerator temperature sheet, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, family members, investigators, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, disease, toxic agents, bodily fluids, electrical currents, and morgue 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 |
| 15092 | Senior Superintendent, Facilities | Public Works | Exempt | 14A |

| PROPOSED REVISED CLASSIFICATION | | | | |
|---------------------------------|-----------------------------------|--------------|-------------|-----------|
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 15092 | Senior Superintendent, Facilities | Public Works | Exempt | 14A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | PRC routine maintenance. Classification last revised in 2019. Wording was changed to better reflect the responsibilities of the position. Updated the certifications required for the position. |
|-------------------|---|

| | |
|-----------------------------------|---------|
| No. of Employees Affected: | One (1) |
|-----------------------------------|---------|

| | |
|---------------------------|-----------------|
| Dept.(s) Affected: | All Departments |
|---------------------------|-----------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|---|--|--|
| Otilio Morales, Facilities Maintenance Administrator | 8/6/2019 8/9/2019 8/20/2019 9/5/2019 9/13/2019 10/1/2019 | Email Email Email Email Email Email | Sent drafted specifications Ask Questions Answer questions Discuss changes to Min Quals Ask questions Reminder |
| Kelli Neale | 8/14/2019 | Email | Discuss turning position into two separate positions |
| Jim Battigaglia, Archer Consultant | 12/31/2019 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-----------------------------------|----------------------|-------|
| Class Title: | Senior Superintendent, Facilities | Class Number: | 15092 |
| FLSA: | Exempt | Pay Grade: | 14A |
| Dept: | Public Works | | |

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise the custodial and landscaping staff or the construction and building trades staff, as well as outside contractors.

Distinguishing Characteristics

This is a senior management classification with responsibility for supervising the custodial and landscaping staff, or the building trades and construction staff, and other assigned employees for the purpose of maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. This class is distinguished from the Superintendent, Facilities position in that the Senior Superintendent oversees the work of the lower level, coordinates contracted work, and is responsible for a larger 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.

- 35% +/- 10%
- Manages, plans, and coordinates custodial and landscaping maintenance or trades maintenance and in-house construction projects in multiple County owned and leased buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance or construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning or maintenance; inspects facilities for mechanical operating systems; prepares and monitors budgets for trades or custodial projects; inspects work.

- 35% +/- 10%
- Supervises and directs the work of the custodial and landscaping staff or the trades and construction 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.

- 20% +/- 10%
- Coordinates all contracted services relating to trades maintenance or custodial and landscaping maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

Senior Facilities Superintendent

10% +/- 5%

- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain Asbestos, Occupational Health and Safety (OSHA) 10, Americans with Disabilities Act Accessibility Guidelines (ADAAG), Lead and Silica awareness training, and Blood Borne Pathogen training certification within three (3) months of hire date.
- Must obtain and maintain National Fire Protection Association (NFPA) life Safety Code, or Ohio Fire Code training 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 use a variety of building trades tools including mechanic's tools, carpentry tools, fluke meter, light meter, and plumber's tools.

Supervisory Responsibilities

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

Mathematical Ability

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

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.

Senior Facilities Superintendent

- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, payroll documents, employee leave requests, discipline reports, mechanical drawings, electrical diagrams, material estimates, fire inspection reports, blueprints, technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, city building codes, Ohio fire code, equipment handbooks and operating manuals, elevator inspection report, architectural drawings, and the Employee Handbook.
- Ability to prepare payroll documents and reports, work orders, maintenance and construction reports, graphs, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret electrical, architectural, and mechanical terminology and language.
- Ability to communicate with supervisor, judges, County employees, contractors, vendors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop environment.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

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 |
| 15091 | Superintendent, Facilities | Public Works | Exempt | 13A |

| PROPOSED REVISED CLASSIFICATION | | | | |
|---------------------------------|----------------------------|--------------|-------------|-----------|
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 15091 | Superintendent, Facilities | Public Works | Exempt | 13A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | PRC routine maintenance. Classification last revised in 2019. Wording was changed to better reflect the responsibilities of the position. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

| | |
|---------------------------|-----------------|
| Dept.(s) Affected: | All Departments |
|---------------------------|-----------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|---|
| PRC Contact(s): | David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--------------------------------|--------------------------------|-----------------------------|
| Otilio Morales, Facilities Maintenance Administrator | 8/6/2019 | Email | Sent drafted specifications |
| Jim Battigaglia, Archer Consultant | 12/31/2019 | Email | Pay grade evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|----------------------------|----------------------|-------|
| Class Title: | Superintendent, Facilities | Class Number: | 15091 |
| FLSA: | Exempt | Pay Grade: | 13A |
| Dept: | Public Works | | |

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in all County owned buildings.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing maintenance, repairs, and operations of all County owned buildings. This position promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage large departments and supervise supervisors. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. Employees receive direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in all County owned buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County office(s); prepares and monitors budgets for in-house construction projects; conducts project management inspections; conducts facilities maintenance inspections; leads project planning and project estimating; assesses space needs for the county; conducts facilities assessment; conducts space maintenance charge backs based on assessments and investigations; coordinates departmental moves.
- 35% +/- 10%
- Supervises and directs foreman and additional staff in the facilities division of Public Works; 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 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%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists with developing department policies; responds to written and verbal inquiries and complaints; maintains related records; reviews service contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to use a variety of building trades tools including mechanic's tools and carpentry tools.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, personnel documents, mechanical drawings, HVAC diagrams, electrical diagrams, blueprints, vehicle usage log, services contracts, technical study reports, mileage reports, facility improvement reports, employee evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ADA Federal Guidelines For Construction, Electrical Systems Analysis reports, Standard Handbook for Electrical Engineers, Handbook for HVAC, Design, Facilities Maintenance Management, Means Mechanical Estimating, Means Repair Remodeling Estimating, Cuyahoga County Policies And Procedures, Evacuation Procedures and Emergency Procedures, and U.S. Courts Design Guide.

Superintendent, Facility

- Ability to prepare payroll documents, personnel documents, work orders, vehicle usage logs, billing invoices, bid documents, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret electrical, engineering, and mechanical terminology and language.
- Ability to communicate with administrators, directors, supervisors, other County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and various buildings throughout the county.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

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 |
|---------------------|---------------------------------|-------------------|--------------------|------------------|
| 17002 | Supervisor, Pathology Assistant | MEO | Non-Exempt | 10A |

PROPOSED REVISED CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|---------------------------------|-------------------|--------------------|------------------|
| 17002 | Supervisor, Pathology Assistant | MEO | Non-Exempt | 10A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status. |
|-------------------|--|

| | |
|-----------------------------------|---------|
| No. of Employees Affected: | One (2) |
|-----------------------------------|---------|

| | |
|---------------------------|---------------------------|
| Dept.(s) Affected: | Medical Examiner’s Office |
|---------------------------|---------------------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--------------------------------|--------------------------------|--|
| Dr. Andrea McCollom, Forensic Pathologist 3 | 7/23/2019 | Email | Questions Regarding Minimum Qualifications |
| | 8/15/2019 | Email | Reminder |
| | 10/29/2019 | Email | Review of Final Draft |
| | 11/18/2019 | Email | Reminder |
| | 12/6/2019 | Email | Reminder |
| Dr. Joseph Felo, Deputy Chief ME | 10/29/2019 | Email | Review of Final Draft |
| | 11/18/2019 | Email | Reminder |
| | 12/6/2019 | Email | Reminder |
| Jim Battigaglia – Archer Consultant | 12/31/2019 | Email | Request for Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------------|----------------------|-------|
| Class Title: | Supervisor, Pathology Assistant | Class Number: | 17002 |
| FLSA: | Non-Exempt | Pay Grade: | 10A |
| Dept: | Medical Examiner's Office | | |

Classification Function

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

Distinguishing Characteristics

This classification is a first-line supervisor level classification that receives general supervision from the Forensic Pathologist 3. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents are expected to use judgment in performing duties and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs and other refuse from autopsy; maintains autopsy logs.

- 20% +/- 10%
- Supervises and directs the work of Pathology Assistants; 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 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.

- 20% +/- 10%
- Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that work stations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage.

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

Supervisor, Pathology Assistant

15% +/- 5%

- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms; maintains unit's adherence to established departmental policies and procedures, quality assurance, and safety protocols.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate Degree in anatomy, biology, forensic science or related field and five (5) years of experience in forensic autopsy or related experience; 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 tools and equipment including x-ray equipment, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, and push, pull or lift up to 200 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 to other employees and to act on employee problems.
- 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 audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Supervisor, Pathology Assistant

- Ability to comprehend a variety of informational documents including, statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, patient/hospital records, organ and tissue procurement documents, and HR policies and procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, autopsy logs, radiologic review records, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a supervisory capacity, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, other departmental employees, pathologists, vendors, and those in attendance/observance of autopsy.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment
- Work may involve exposure to strong odors, disease, toxic agents, bodily fluids, electrical currents and morgue 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 |
| 14091 | Workers' Compensation Coordinator | Human Resources | Exempt | 11A |
| PROPOSED REVISED CLASSIFICATION | | | | |
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 14091 | Workers' Compensation Coordinator | Human Resources | Exempt | 11A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | Revision was requested by department to update the essential job functions. No change to pay grade or FLSA status. |
|-------------------|--|

| | |
|-----------------------------------|---------|
| No. of Employees Affected: | One (1) |
|-----------------------------------|---------|

| | |
|---------------------------|-----------------|
| Dept.(s) Affected: | Human Resources |
|---------------------------|-----------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| Human Resources and Management Contact(s): | <u>Date of Contact:</u> | <u>Type of Contact:</u> | <u>Reason:</u> |
|---|--------------------------------------|--------------------------------|---|
| Cishma Haines, Worker's Comp Coord. | 9/25/2019 10/11/2019 11/6/2019 | Email Email Email | Final Draft Review Confirmation of Receipt Update |
| Kelli Neale, HR | 9/25/2019 10/11/2019 11/6/2019 | Email Email Email | Copied on Communications |
| Jim Battigaglia, Archer Consultant | 10/11/2019 | Email | Request for Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-----------------------------------|----------------------|-------|
| Class Title: | Workers' Compensation Coordinator | Class Number: | 14091 |
| FLSA: | Exempt | Pay Grade: | 11A |
| Dept: | Human Resources | | |

Classification Function

The purpose of this classification is to manage the County's Workers' Compensation program for the employees under the County Executive, Elected Officials, and other County agencies.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the County's Workers' Compensation Program. The employee works under general guidance and supervision of the Environmental Health and Safety Manager but plans own work to complete given objectives and processes. This class works within a specific framework of policies, procedures, and laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, and administers the County's Workers' Compensation Program; reviews and verifies accuracy and authenticity of all claim documents, medical records, legal documents, and other related documents for each claim; initiates investigation of questionable claims; requests independent examinations for claims as required; determines claim trajectory and strategy; makes determinations on claims based on evidence of supporting documentation; researches settlement viability and independently negotiates settlement amounts and executes settlement agreements; develops and coordinates return-to-work plans; monitors claimants' treatment and return-to-work status; evaluates results of pre-employment and return-to-work medical examinations and makes appropriate determinations; confers and coordinates with human resources personnel, workers' compensation team, prosecutors, attorneys, and medical personnel in the course of claim resolution.
- 25% +/- 10%
- Supervises assigned employees; directs employees to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Attends and/or participates in depositions, workers' compensation hearings, court meetings, and other claim determination related meetings as a designated representative.

Workers' Compensation Coordinator

25% +/- 10%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; attends meetings, trainings, seminars, and conferences; creates and oversees provision of training for supervisors and managers on workers' compensation laws and County policies; attends, leads, and/or participates in meetings regarding workers' compensation issues and workers' compensation insurance status at the County; stays abreast of changes in workers' compensation legislative and regulatory issues as well as trends in innovations in workers' compensation administration; completes reports and documentation required by the State; compiles and analyzes claims data to prepare reports regarding financial impact of claims, budget recommendations, and loss prevention strategies; processes vouchers for medical invoices and contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, human resource management, or related field with three (3) years of workers' compensation administration experience, or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Workers' Compensation Coordinator

- Ability to comprehend a variety of informational documents including workers compensation documents, claim files, settlement authorizations, accident reports, injury reports, medical records, First Report of Injury, medical or psychological exams, notices of appeals, witness statements, interrogatories, court pleadings, police reports, wage statements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, Collective Bargaining Agreements, Ohio Bureau of Workers' Compensation (BWC) Rules of Law, Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), and Workers' Compensation Laws.
- Ability to prepare various reports, memos, correspondence, spreadsheets, financial and actuarial data, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret human resources, workers' compensation law, and compensation related medical terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, workers' compensation team, other County employees, managed care organization staff, third party administrator, BWC claims representatives, attorneys, private investigators, hearing administrators, physicians, 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.

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|---------------------------------|-------------------|--------------------|------------------|
| 20041 | Director, Real Estate Appraisal | Fiscal Office | Exempt | 17A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | HR informed the PRC that this position has been designated as Unclassified by the Law Department. |
|-------------------|---|

| | |
|-----------------------------------|---|
| No. of Employees Affected: | 1 |
|-----------------------------------|---|

| | |
|---------------------------|-------------------------|
| Dept.(s) Affected: | Fiscal Office - Auditor |
|---------------------------|-------------------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| | |
|------------------------------------|----------------------------|
| Human Resources Contact(s): | Yolanda Guzman, HR Manager |
|------------------------------------|----------------------------|

| | |
|-------------------------------|---------------------------------------|
| Management Contact(s): | Dennis Kennedy, County Fiscal Officer |
|-------------------------------|---------------------------------------|

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---------------------------------|----------------------|-------|
| Class Title: | Director, Real Estate Appraisal | Class Number: | 20041 |
| FLSA: | Exempt | Pay Grade: | 17 |
| Dept: | Fiscal Office - Auditor | | |

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor’s Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer; directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division’s functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 10% +/- 5%
- Coordinates the triennial update and the sexennial physical reappraisal.

- 15% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

Director, Real Estate Appraisal

10% +/- 5%

- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance with five (5) years experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as an Appraiser by the Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.

Director, Real Estate Appraisal

- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.
- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment with some field work required.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|------------------------------------|---|--------------------|------------------|
| 13211 | Domestic Relations Mediator | Public Safety and Justice Services | Exempt | 10A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

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

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| | |
|------------------------------------|-----------------------------|
| Human Resources Contact(s): | Hadiya Williams, HR Manager |
|------------------------------------|-----------------------------|

| | |
|-------------------------------|-----|
| Management Contact(s): | N/A |
|-------------------------------|-----|

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|-------|
| Class Title: | Domestic Relations Mediator | Class Number: | 13211 |
| FLSA: | Exempt | Pay Grade: | 10 |
| Dept: | Public Safety and Justice Services, only | | |

Classification Function

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

Distinguishing Characteristics

This is a professional level classification with responsibility for performing mediations for domestic relations cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; listens and processes information in mediations; negotiates with high conflict couples through oral communication; teaches communications skills; screens for substance, mental health, and child abuse; prepares for mediation by reviewing docket and all filed Motions and Orders; advises litigants of outcomes and options available.

- 15% +/- 10%
- Assists with special projects as needed by the Cuyahoga County Domestic Relations; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.

- 30% +/- 10%
- Performs administrative tasks; creates parenting plans; maintains assigned docket; maintains deadlines and coordinates with court staff; maintains court calendar; inputs court case notes; refers litigants to Ohio Agencies for services; attends required continuing education courses.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with one (1) year of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including case motions, orders, intake forms, motions to modify parental rights and responsibility, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Civil Rules, Rules of Domestic Relations Court, current legislation in family law, and Ohio Rules of Mediation.
- Ability to prepare correspondence, memorandum of understandings, mediation outcome reports, quarterly status reports, agreements to mediate, Records for Early Neutral Evaluation cases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with judges, court personnel, attorneys, Guardian Ad Litem, Domestic Violence Advocates, and the general public.

Environmental Adaptability

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

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|---------------------------------|---|--------------------|------------------|
| 12081 | Environmental Specialist | Public Safety and Justice Services | Non-Exempt | 5A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|--|
| Rationale: | The duties have been redistributed to other classifications in the department. There are no incumbents in this classification. |
|-------------------|--|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

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

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| | |
|------------------------------------|-----------------------------|
| Human Resources Contact(s): | Hadiya Williams, HR Manager |
|------------------------------------|-----------------------------|

| | |
|-------------------------------|-----|
| Management Contact(s): | N/A |
|-------------------------------|-----|

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|-------|
| Class Title: | Environmental Specialist | Class Number: | 12081 |
| FLSA: | Non-Exempt | Pay Grade: | 5 |
| Dept: | Public Safety & Justice Services, only | | |

Classification Function

The purpose of this classification is to prepare and maintain required environmental material reports for compliance and enforcement.

Distinguishing Characteristics

This is an entry-level classification responsible for performing Public Safety support services within the Office of Emergency Management. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature related to Emergency Management.

Essential Job Functions

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

- 50% +/- 10%
- Prepares environmental reports for compliance and enforcement; assists with completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; maintains regulatory files and databases; prepares SARA Comprehensive Emergency Response Plan for Hazardous Materials; updates chemical inventory and public information databases; reviews and files annual chemical inventories; updates Compliance Report; verifies reports are in compliance with ORC rules.

- 40% +/- 10%
- Performs related administrative duties; creates, updates, and manages database; reviews and responds to information and public records requests; attends and prepares minutes for various meetings (i.e. LEPC and Spill Committee); attends trainings; faxes, copies, and files documents; prepares and mails out job related letters; creates and completes routine mail merge correspondence; works outreach events; acts as a liaison between County and consulting firms.

- 10% +/- 5%
- Assists and supports the Emergency Operations Center when activated; assists with logistics; documents important information in the Knowledge Center; supports jurisdiction with getting supplies; performs damage assessments; enters incident management data into automated systems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of environmental studies and/or clerical experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification required.

Environmental Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 informational questionnaires, surveys, compliance inspection reports, annual chemical inventory, facility data sheets, enforcement documentation, facility inspection forms, compliance and enforcement policy documents, Cessation of Regulated Operations (CRO), RCRA Contingency Plans, maps, spill information, public information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Facility Reporting Compliance Manual, Ohio Revised Code, LEPC Member's Handbook, Cessation of Regulated Operations (CRO) Manual, The Ohio Hazardous Materials Exercise & Evaluation Manual (EEM), Ohio Hazardous Materials Planning and Exercise Guidance Booklet, List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to-Know Act)
- Ability to prepare reports, memos, correspondence, prepare queries in database, reports (e.g. - first time filers report, non-compliance reports, 30-day letter spill reports, etc.), 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 environmental terminology and language.
- Ability to communicate effectively with supervisors/managers/directors of agency and other departments, consulting firm representatives, city officials, LEPC, Ohio EPA, Ohio SERC, fire marshals, fire chiefs, police chiefs, facility representatives, 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.

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|---|--------------------|------------------|
| 13212 | Manager, Mediation | Public Safety and Justice Services | Exempt | 16A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

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

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| | |
|------------------------------------|-----------------------------|
| Human Resources Contact(s): | Hadiya Williams, HR Manager |
|------------------------------------|-----------------------------|

| | |
|-------------------------------|-----|
| Management Contact(s): | N/A |
|-------------------------------|-----|

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|----------------------------------|----------------------|-------|
| Class Title: | Manager, Mediation | Class Number: | 13212 |
| FLSA: | Exempt | Pay Grade: | 16 |
| Dept: | Public Safety & Justice Services | | |

Classification Function

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.
- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.
- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.
- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.

Manager, Mediation

5% +/- 2%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

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

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Manager, Mediation

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|--|------------------------|--------------------|------------------|
| 16111 | Security Systems Compliance Coordinator | Justice Affairs | Non-Exempt | 8A |

| | |
|----------------------|-----------------------------|
| Requested By: | Personnel Review Commission |
|----------------------|-----------------------------|

| | |
|-------------------|---|
| Rationale: | The County does not perform these responsibilities as PSJS no longer serves in an administrative service role between Ohio Highway Patrol LEADS system and our local police departments. There are no incumbents. |
|-------------------|---|

| | |
|-----------------------------------|------|
| No. of Employees Affected: | None |
|-----------------------------------|------|

| | |
|---------------------------|-----------------|
| Dept.(s) Affected: | Justice Affairs |
|---------------------------|-----------------|

| | |
|-----------------------|------|
| Fiscal Impact: | None |
|-----------------------|------|

| | |
|-------------------------------|------|
| Staffing Implications: | None |
|-------------------------------|------|

| | |
|------------------------|--|
| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| | |
|------------------------------------|-----------------------------|
| Human Resources Contact(s): | Hadiya Williams, HR Manager |
|------------------------------------|-----------------------------|

| | |
|-------------------------------|--------------|
| Management Contact(s): | Melinda Burt |
|-------------------------------|--------------|

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|---|----------------------|-------|
| Class Title: | Security Systems Compliance Coordinator | Class Number: | 16111 |
| FLSA: | Non-Exempt | Pay Grade: | 8 |
| Departments: | Justice Affairs, only | | |

Classification Function

The purpose of this classification is to ensure departmental compliance with the Law Enforcement Automatic Data System (LEADS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS) policies and that all persons who operate REDSS terminals are certified in accordance with LEADS policies.

Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with crime information systems. This classification works under a framework of regulations, policies and procedures.

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%
- Serves as point-of-contact at the regional level for matters relating to LEADS information access; oversees the administration of the LEADS/CJIS system programs within the local agency; oversees the agency's compliance with LEADS/CJIS systems policies

- 15% +/- 10%
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).

- 35% +/- 10%
- Performs administrative duties (e.g. – serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field with one year of computer systems experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Posted on 2/27/20 and 4/16/2020

| <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> |
|--|------------------------------|-------------------------------------|---|-----------------------------------|--|
| <u>NEW</u> | | | | | |
| Compliance Coordinator | 14211 | N/A | 12A/Exempt | Human Resources | This is a new classification requested by Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
| Loan Portfolio Analyst | 21001 | N/A | 13A/Exempt | Development | This is a new classification requested by the Development based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
| <u>REVISED</u> | | | | | |
| Chief Investigator | 12223 | 13A/Exempt | 13A/Exempt (No Change) | Medical Examiner | PRC routine maintenance. Classification last revised in 2014. An ABMDI certification is now required for the position, so that the individual is considered an expert-witness in court. Language was changed to better reflect the responsibilities of the position. |
| Corrections Officer Lieutenant | 12351 | 11A/Exempt | 12A/Non-Exempt | Sheriff | At the request of HR and the Sheriff's Dept., the classification was updated and re-evaluated for pay grade and FLSA status due to challenges in recruiting qualified candidates. This resulted in a change in pay grade and over-time status. |
| Director, Parentage, Quality Assurance Manager & Training | 12321 | 21A/Exempt | 21A/Exempt (No Change) | Medical Examiner | 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. |
| HRIS Administrator (ERP Business Systems Administrator) | 14041/16451 | 14B/Exempt | 15B/Exempt | HR, Fiscal, Public Works, and OPD | The classification was expanded to be used in other departments. As a result, the wording of the document was changed to be broader even though the responsibilities remain the same. The pay grade increased due to higher minimum qualifications for the position. |
| Manager, Morgue Operations (Manager, Morgue Operations and Investigations) | 12301 | 15A/Exempt | 15A/Exempt (No Change) | Medical Examiner | PRC routine maintenance. Classification last revised in 2014. Title was changed. Wording was changed to better reflect the responsibilities of the position. |
| Pathology Assistant | 17001 | 8A/Non-Exempt | 8A/Non-Exempt (No Change) | Medical Examiner | PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status. |
| Senior Superintendent, Facilities | 15092 | 14A/Exempt | 14A/Exempt (No Change) | Public Works | PRC routine maintenance. Classification last revised in 2019. Wording was changed to better reflect the responsibilities of the position. Updated the certifications required for the position. |

| | | | | | |
|---|-------|----------------|-------------------------------|------------------|---|
| Superintendent, Facilities | 15091 | 13A/Exempt | 13A/Exempt (No Change) | Public Works | PRC routine maintenance. Classification last revised in 2019. Wording was changed to better reflect the responsibilities of the position. |
| Supervisor, Pathology Assistant | 17002 | 10A/Non-Exempt | 10A/Non-Exempt (No Change) | Medical Examiner | PRC routine maintenance. Classification last revised in 2014. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status. |
| Workers' Compensation Coordinator | 14091 | 11A/Exempt | 11A/Non-Exempt (No Change) | Human Resources | Revision was requested by department to update the essential job functions. No change to pay grade or FLSA status. |
| DELETED | | | | | |
| Director, Real Estate Appraisal | 20041 | 17A/Exempt | N/A | Fiscal | HR informed the PRC that this position has been designated as Unclassified by the Law Department. |
| Domestic Relations Mediator | 13211 | 10A/Exempt | N/A | PSJS | The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification |
| Environmental Specialist | 12081 | 5A/Non-Exempt | N/A | PSJS | The duties have been redistributed to other classifications in the department. There are no incumbents in this classification. |
| Manager, Mediation | 13212 | 16A/Exempt | N/A | PSJS | The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification. |
| Security Systems Compliance Coordinator | 16111 | 8A/Non-Exempt | N/A | PSJS | The County does not perform these responsibilities as PSJS no longer serves in an administrative service role between Ohio Highway Patrol LEADS system and our local police departments. There are no incumbents. |

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0093

| | |
|--|---|
| Sponsored by: County Executive Budish | A Resolution confirming the County Executive's appointment of Jesse S. Drucker, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective. |
|--|---|

WHEREAS, pursuant to Article IX, Section 9.06 of the Charter of Cuyahoga County, the Director of Human Resources shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article XI, Section 9.06 of the Charter provides for the powers, duties and qualifications of the Director of Human Resources; and

WHEREAS, the County Executive has nominated Jesse S. Drucker for appointment to the position of Director of Human Resources; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2020; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Jesse S. Drucker to the position of Director of Human Resources; and

WHEREAS, 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 County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Jesse S. Drucker to serve as Director of Human Resources upon his taking the oath of office.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and 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

Clerk of Council _____
Date

First Reading/Referred to Committee: May 12, 2020
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 2020



May 7, 2020

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 East 9th Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Human Resources


Dear President Brady,

Per Section 9.06 of the County Charter, which establishes the Director of Human Resources position, it is my pleasure to nominate Jesse S. Drucker as Director of Human Resources. In this role, we expect Jesse to lead the County's efforts in seeking and retaining the most qualified talent and promote a culture of service through employee engagement and performance measurement.

Jesse previously served as the Senior Director of Enterprise Workforce Relations for the University of California as well as the Associate Vice President/Chief Human Resources Officer for Cleveland State University. Jesse has experience in developing performance centered, customer focused human resources and labor relations services, which aligns with our administration's human resources strategies.

Thank you for your consideration of this nomination. 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

JESSE S. DRUCKER



EXECUTIVE SUMMARY

Senior Human Resources and Labor Relations Leader and proactive business partner with extensive skill in developing performance centered, customer focused human resources and labor relations services, with experience in higher education, academic medical centers, healthcare, and government.

EXPERIENCE

**SENIOR DIRECTOR, ENTERPRISE WORKFORCE RELATIONS, December 2017 – Current
University of California, Irvine, California**

- Lead the employee and labor relations function for the three University entities, the Academic campus, Health Sciences and the UCI Medical Center, with a combined gross revenue of \$3 Billion.
- Chief negotiator for local collective bargaining agreements covering professional and skilled trades bargaining units. Negotiate local agreements.
- Provide guidance to management concerning collective bargaining agreements, university personnel policies and the impact of recent legal decisions.
- Represent UCI at system-wide collective bargaining. Develop written communication to the campus and medical center community and employees regarding collective bargaining and changes to union contracts. Liaison with the University of California Office of the President, the Office of General Counsel, and campus and medical center counsel regarding employee and labor relations issues.
- As the initial incumbent in this position, implemented a new service delivery model as a best practice; Developed and implemented an employee/labor relations training program to ensure organizational consistency; and work with unions and business units on developing viable solutions for positive results.

**ASSOCIATE VICE PRESIDENT/CHIEF HUMAN RESOURCES OFFICER, Sept. 2012 - Dec. 2017
Cleveland State University, Cleveland Ohio**

- Led the Human Resources Department for this major urban university. Developed and implemented a strategic Human Resources plan; aligned Human Resources goals with organization strategic objectives.
- Chief Negotiator for seven collective bargaining agreements covering academic, professional and service bargaining units.
- Administered a self-funded employee benefit plan with an annualized cost of sixteen million dollars. Through aggressive management, saved one million dollars annually, without a reduction in benefits.
- Developed and implemented a new compensation program; implemented a three-tier leadership development program focusing on supervisory accountability, a first at CSU; developed a new performance evaluation system, performance-based merit pay plan, and a talent management program. Developed a succession planning program. Acted as Faculty and Staff ADA Coordinator.
- Instituted a strategic business process improvement program for the recruiting, hiring and on-boarding process, which decreased the time to fill by 25%. Created a business process improvement team to train and assist operating departments, divisions and colleges in adopting and developing BPI projects.
- Launched an Employee Wellness program with a participation rate averaging 60%.

KAISER PERMANENTE, January 2006 to August 2012

**HUMAN RESOURCES LEADER May 2007 – August 2012
Kaiser Permanente Fresno Service Area, Fresno, CA.**

- Led the Human Resources effort for the Fresno, California service area of the largest non-governmental integrated healthcare system in the United States.
- Provided value added leadership, guidance, impact analysis, and HR solutions & support for corporate and medical center missions and strategic business objectives. Developed Human Resources as a strategic partner in process development, staffing, and employee relations. Provide leadership for all employee/labor relations issues.
- Member of the enterprise-wide Human Resources Leadership Team. Developed and implemented a facility Human Resources strategic plan addressing short and long-term goals; created an integrated proactive human resources services department. Increased HR customer service scores by 20%.
- Maintained an employee turnover rate under 5%. Reduced length of occupational and non-occupational leaves by 18% through a facility-based leave management program. Implemented an attendance management program, which reduced the facility annual absentee rate by 42%. Lead initiative for employee engagement. Increased participation in the employee opinion survey by 65%.
- Implemented electronic performance evaluations as the foundation for a performance-based compensation system. Created a broad range of management and staff development programs.
- Led Joint Commission HR component survey resulting in zero RFI's and a reference as a best practice.

**SR. LABOR RELATIONS CONSULTANT January 2006 – May 2007
Kaiser Permanente Northern California Regional Offices, Oakland, California**

- Team lead and principal negotiator for the Behavioral Health Sciences and Clerical bargaining units consisting of 5,000 employees.
- Provided enterprise wide labor relations consulting to management and field labor relations personnel. Led major change initiatives impacting represented employees. Analyzed business unit needs; anticipated potential barriers; generated alternative strategies; provided long-term and broad views of labor implications of business decisions; planned, created and implemented strategies to attain goals.
- Provided grievance case management to minimize liability and achieve appropriate outcomes.

**LABOR RELATIONS ADVOCATE AND LABOR/EMPLOYEE RELATIONS
MANAGER & UNIVERSITY ADVOCATE February 2003 – January 2006
University of California San Francisco, San Francisco, CA**

- Successfully represented the University in labor arbitrations and HEERA administrative proceedings before PERB; Advised Labor/Employee Relations staff concerning the efficacy of proposed corrective actions; authorized corrective actions.
- Chief negotiator for local Building Trades collective bargaining agreement. Negotiated settlement agreements, local agreements and other labor-related contracts.
- Collaborated with business partners in developing strategies to address complex labor relations issues affecting major organizational plans and projects. Developed and implemented labor relations training programs for managers and supervisors. As Manager, directed the labor relations function for a staff of 8,000 employees in eleven collective bargaining units. Managed a staff of seven professional/technical employees providing consultation and advice in labor relations matters to client departments.

DIRECTOR OF HUMAN RESOURCES, January 2002 – September 2002
Services for the Underserved, New York, NY

- Formulated and implemented human resources and labor relations policies and directed a staff of five for a multi-site, 1500-employee human services agency. Chief negotiator for four collective bargaining agreements.
- Reengineered HR systems resulting in annualized savings over \$350K. Developed an HR web site to facilitate employee communication.

DIRECTOR OF EMPLOYEE RELATIONS September 2000 – June 2001
Champlain Valley Physicians Hospital Medical Center, Plattsburgh, NY

- Primary responsibility for labor relations for a 2,000-employee, 450 bed, regional medical center including grievances, arbitration and administrative proceedings.
- Negotiated Union agreements for competitive and cost-effective wage rates; Improved labor/management relationship effectively reducing grievances 50%; Developed supervisory training programs.

PRIVATE LAW PRACTICE June 1992 - September 2000
New York City & Bohemia, NY

- Represented businesses and individuals in Federal, State and local courts in employment, contract, real estate, and other civil matters. Appeared in administrative proceedings and arbitration concerning labor/employment and civil matters.
- Negotiated employment contracts and severance agreements; commercial and residential real estate contracts; and negotiated business service agreements. Represented businesses before municipal agencies.
- Consultant to small and mid-sized businesses for human resources and employee/labor relations issues. Associated with the law firm of Bracken & Margolin (2000).

MANAGER, LABOR RELATIONS June 1986 – June 1992
SUNY Health Sciences Center & University Hospital, Stony Brook, NY

- Established employee/labor relations function to support business units. Directed labor relations activities for 5,000 unionized faculty, professionals and classified employees in six bargaining units. Advised deans, directors and administrators concerning labor relations, performance improvement and tenure issues. Negotiated local labor agreements. Developed labor relations, attendance control & supervisory training programs.

INDUSTRIAL RELATIONS MANAGER August 1984 – September 1985
Entenmann's Incorporated, Bay Shore, NY

DIRECTOR OF PERSONNEL June 1983 – August 1984
Beth Abraham Hospital, Montefiore Medical Center, Bronx, NY

DIRECTOR OF EMPLOYEE RELATIONS June 1981 – June 1983
Beth Israel Medical Center, New York, NY

EDUCATION

- JURIS DOCTOR**, Touro College Law Center, June 1988.
MASTER OF SCIENCE, with Honors, Industrial Relations, Pace University, June 1977.
BACHELOR OF SCIENCE, Business Administration, St. John's University, Sept. 1971.