



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, OCTOBER 6, 2020**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**\*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings 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:**  
**<https://www.youtube.com/CuyahogaCounty>**

**\*\*Public comment for this meeting may be submitted in writing via email to the Assistant Deputy Clerk of Council at [arjohnson@cuyahogacounty.us](mailto:arjohnson@cuyahogacounty.us) no later than 9:00 a.m. on Tuesday, October 6, 2020**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE SEPTEMBER 22, 2020 MEETING (See Page 3)**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2020-0178: A Resolution confirming the County Executive's **(See Page 10)** appointment of Marielee Santiago to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.
  - b) R2020-0209: A Resolution adopting various changes to the Cuyahoga **(See Page 16)** County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**6. MISCELLANEOUS BUSINESS**

**7. ADJOURNMENT**



## **MINUTES**

### **CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**

**TUESDAY, SEPTEMBER 22, 2020**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**10:00 AM**

#### **1. CALL TO ORDER**

**Chairwoman Brown called the meeting to order at 10:01 a.m.**

#### **2. ROLL CALL**

**Ms. Brown asked Assistant Deputy Clerk Johnson to call the roll. Committee members Brown, Gallagher, Miller and Conwell were in attendance and a quorum was determined. Committee member Jones joined the meeting shortly after the rollcall was taken.**

#### **3. PUBLIC COMMENT**

**There were no public comments given.**

#### **4. APPROVAL OF MINUTES FROM THE JULY 28, 2020 MEETING**

**A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the July 28, 2020 meeting.**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2020-0164: A Resolution confirming the County Executive's appointment of Janine S. Kaiser to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, and declaring the necessity that this Resolution become immediately effective.

**Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2020-0164. Discussion ensued.**

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

**Ms. Janine S. Kaiser addressed the Committee regarding her nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.**

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

**Ms. Ida Ford, Workforce Development Administrator with the City of Cleveland/Cuyahoga County Workforce Development Board; addressed the Committee regarding Resolution No. R2020-0164. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2020-0164 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) R2020-0165: A Resolution confirming the County Executive's appointment of Verna D. Darby to serve on the Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0165. Discussion ensued.**

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

**Ms. Jennifer Croessmann, Special Projects Coordinator with the Department of Health and Human Services, addressed the Committee regarding Resolution No. R2020-0165. Discussion ensued.**

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

**Ms. Verna D. Darby addressed the Committee regarding her nomination to serve on the Division of Children and Family Services Advisory Board. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0165 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) R2020-0166: A Resolution confirming the County Executive's reappointment of Erika L. Anthony to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2020 - 12/31/2023, and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0166. Discussion ensued.**

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

**Ms. Erika L. Anthony addressed the Committee regarding her nomination to serve on the Cuyahoga County Public Defender Commission. Discussion ensued.**

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

**Mr. Mark Stanton, Chief Public Defender; addressed the Committee regarding Resolution No. R2020-0166. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0166 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) R2020-0176: A Resolution confirming the County Executive's reappointment of Grace Gallucci to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2020 - 6/30/2023, and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0176. Discussion ensued.**

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

**In lieu of her attendance, Ms. Grace Gallucci submitted a written statement to the Committee.**

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2020-0176 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.**

- e) R2020-0177: A Resolution confirming the County Executive's appointment of Jenita McGowan to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2020 - 3/31/2023, and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0177. Discussion ensued.**

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

**Ms. Jenita McGowan addressed the Committee regarding her nomination to serve on the Cuyahoga Arts and Culture Board of Trustees. Discussion ensued.**

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

**Ms. Jill Paulsen, Interim Chief Executive Officer and Executive Director of Cuyahoga Arts and Culture; addressed the Committee regarding Resolution No. R2020-0177. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0177 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.**

- f) R2020-0178: A Resolution confirming the County Executive's appointment of Marielee Santiago to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0178. Discussion ensued.**

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

**There was no further legislative action taken on Resolution No. R2020-0178.**

- g) R2020-0179: A Resolution confirming the County Executive's appointment of Monica Busam to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/15/2020 - 10/14/2023, and declaring the necessity that this Resolution become immediately effective.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0179. Discussion ensued.**

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

**Ms. Monica Busam addressed the Committee regarding her nomination to serve on the Cuyahoga County Natural Resources Assistance Council. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0179 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.**

- h) R2020-0180: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on The MetroHealth System Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective:

- i. Appointment:

- a) Brenda Kirk for the term 4/1/2020 - 3/31/2026.
- ii. Reappointments:
  - a) Maureen Dee for an unexpired term ending 3/5/2024.
  - b) Robert Hurwitz for an unexpired term ending 3/1/2026.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0180. Discussion ensued.**

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

**Ms. Brenda Kirk addressed the Committee regarding her nomination to serve on the MetroHealth System Board of Trustees. Discussion ensued.**

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

**Mr. Joe Frolik, Senior Vice President of Communications, Government and Community Relations with MetroHealth; addressed the Committee regarding Resolution No. R2020-0180. Discussion ensued.**

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

**Ms. Maureen Dee addressed the Committee regarding her nomination to serve on the MetroHealth System Board of Trustees. Discussion ensued.**

**Committee member asked questions of Ms. Dee pertaining to her experience, expertise, and qualifications, which she answered accordingly.**

**In lieu of his attendance; Mr. Frolik spoke on behalf of the experience, expertise, and qualifications of Mr. Robert Hurwitz pertaining to his nomination to serve on the MetroHealth System Board of Trustees. Discussion ensued.**

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2020-0180 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 11:51 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0178

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Marielee Santiago to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Ohio Revised Code Section 205.10 establishes an “advisory committee on children services” of Cuyahoga County; and

WHEREAS, the Division of Children and Family Services (DCFS) Advisory Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; and

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

WHEREAS, pursuant to the Ohio Revised Code Section 205.10, the Division of Children and Family Services (DCFS) Advisory Board shall consist of ten (10) appointed members; and

WHEREAS, members of the Division of Children and Family Services (DCFS) Advisory Board shall be appointed to serve a four-year term; and

WHEREAS, the County Executive has nominated Marielee Santiago (replacing Victor Ruiz) to serve on the Cuyahoga County Division of Children and Family Services (DCFS) Advisory Board for an unexpired term ending 2/28/2023.

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





September 4, 2020

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Brady:

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to Division of Children and Family Services (DCFS) Advisory Board:

) **Marielee Santiago**, unexpired term ending 2/28/2023 (replacing Victor Ruiz)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There is one other candidate on file that applied for this position.

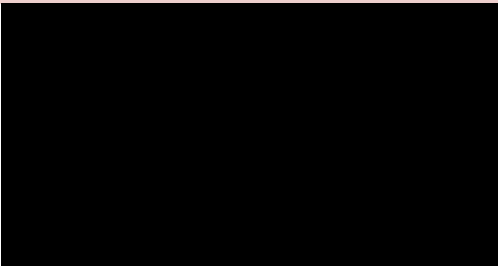
Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish  
Cuyahoga County Executive

# MARIELEE SANTIAGO

---



## PROFESSIONAL SUMMARY

Develop an organizational and community culture equipped with knowledge, resources and systems inspired and empowered to address Social Determinants of Health beyond the walls of the healthcare institution.

## SKILLS

- Leadership
- Problem Solving
- Mentor
- Bilingual
- Trainer/Educator
- Full Professional Proficiency

## EDUCATION

**Baldwin Wallace University**  
Berea, OH • 05/2019

***Master of Public Health:***  
Education

- Thesis: "Patient Acuity Tool in a HIV Clinic a Quality Improvement Report."
- Grant proposal project: Support Group for Youth living with HIV/AIDS. Program evaluator/interviewer for research on Cigarette use among 50+ HIV population.
- Participated in developing a research thesis on

## WORK HISTORY

**MetroHealth Institute For H.O.P.E. TM - Director,**  
**Transformative Knowledge & Education**  
*Cleveland, Ohio • 04/2020 - Current*

- Lead efforts to address social and economic barriers to good health within Clark-Fulton Neighborhood/Cuyahoga County.
- Develop partnerships to make sustainable impact for scholars, strivers & senior in low-income neighborhoods.
- Building educational & training programs with local partners within MetroHealth system Economic Opportunity Center.
- Construct short- and long-term planning to improve patient SDOH programs.

**St. Vincent Charity Medical Center - PRN Social Worker**  
*Cleveland, Ohio • 09/2015 - Current*

- Conducted Level of Care and Mental Health Assessments to identify recommended treatment plan after detox, formulate strategies to address behavior and teach new behavioral skills.
- Organized clinical documentation, treatment plans, and referrals.
- Updated treatment plans on monthly basis with latest intervention strategies and progress notes.
- Coordinated individualized discharge plans to manage safe transition back into community and home

Biomarkers related to E-Cigarette use.

- Developed an asset map for Clark/Fulton Neighborhood surrounding The MetroHealth System.

**Cleveland State University**  
Cleveland, OH • 05/2012

***Master of Social Work:***

Macro

- Internship: El Centro de Servicios Sociales Inc.
- Executive Director Assistant- Participated in community event projects: Fundraisers, Health fairs, Capital Campaign, Grant Writing, Community Organizing, Board meetings
- Professional development completed in leadership
- Received Graduate Assistant Scholarship
- Graduate Assistant for Research Social Work Professor Dr. Christopher Mallet
- Graduated with 4.0 GPA

**Cleveland State University**  
Cleveland, OH • 05/2011

***Bachelor of Social Work***

- Graduated cum laude
- Dean's List Fall 2010, Spring 2011
- Member of Phi Alpha National Social Work Honor Society 2011

environments.

**The MetroHealth System - Social Work Coordinator**  
Cleveland, Ohio • 09/2014 - 04/2020

- Successfully linked 15 previously chronic homeless individuals to housing through Ending Homelessness program initiative by Frontline services, EDEN Inc. and CMHA.
- Maintained community engagement with Latinx serving organizations to increase access to monolingual individuals.
- Responsible for several HIV Youth QI projects.
- Provided Medical Case Management services to people living with HIV/AIDS under Ryan White services grant.
- Facilitated a Spanish speaking support group for PLWHA.
- Provided crisis intervention services in the ED to victims of trauma.
- Updated treatment plans on monthly basis with latest intervention strategies and progress notes.
- Coordinated program referrals for community-based resources.

**Nueva Luz Urban Resource Center - Lead Medical Case Manager/Program Coordinator/ETO Project Manager**  
Cleveland, Ohio • 04/2012 - 08/2014

- Cleveland Non-profit organization serving people living with HIV/AIDS Supervised team of 6 Social Workers and 2 Interns.
- Data project manager, program reporting, grant writing and evaluation planning.
- Provided Medical Case Management to PLWHA under Ryan White grant.
- Participated in many community organizing events hosted by non profit agency.
- Organized clinical documentation, treatment plans, and referrals.
- Documented case notes daily and coordinated follow-up for seamless case management.
- Preserved and prepared reports and treatment records.
- Led team in delivery of productivity project, resulting in team transition in efficient productivity tracking.
- Managed quality assurance program, including on-site evaluations, internal audits and client surveys.

**AmTrust Financial - Bilingual Lead Customer Service Representative**

*Seven Hills, OH • 09/2006 - 09/2010*

- Seven Hills Warranty, Workers Comp Policies Managed on average 30 escalations calls, supervised scheduling, provided customer service over 100 calls daily.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

**ADDITIONAL INFORMATION**

- Licensed Social Worker (2012 - Present) Licensed by the board of Counselor, Social Worker and Marriage & Family of Ohio
- 40/40 Club Latino Professionals (2012) Kaleidoscope Magazine

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0209

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 September 16, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:



- Exhibit A: Class Title: *Bridge Inspector*  
Number: 18031  
Pay Grade: 5A/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2012.  
The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay grade increased from a 4A to 5A due to updated equipment usage.
- Exhibit B: Class Title: *Permit Coordinator*  
Class Number: 10211  
Pay Grade: 6A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2015.  
The essential job functions, language, minimum qualifications, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Senior Bridge Inspector*  
Class Number: 18032  
Pay Grade: 8A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012.  
The essential job functions, language, minimum qualifications, physical requirements, environmental exposure, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Senior Supervisor, Sewer Maintenance*  
Class Number: 18002  
Pay Grade: 13A/Exempt  
\* PRC routine maintenance. Classification last revised in 2013.  
Language was updated to better reflect duties performed on the job. Pay grade raised from 12a to 13A due to increased equipment work requirement.
- Exhibit E: Class Title: *Supervisor, Sewer Maintenance*  
Class Number: 18001  
Pay Grade: 11A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2013.  
Language was updated to better reflect tasks performed on the job. No change to minimum qualifications or pay grade.
- Exhibit F: Class Title: *User Experience Designer*  
Class Number: 16301  
Pay Grade: 12B/Exempt (No change)  
\* Revisions made at request of the department. Changes were made to the essential job functions to capture the additional work performed by the position. No change to pay grade or FLSA status.



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Bridge Inspector	<b>Class Number:</b>	18031
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	Public Works	Exhibit A	

## Classification Function

The purpose of the classification is to assist higher-level employees with the inspection of bridges and culverts and to assist in the maintenance of related bridge inspection and repair documentation and reporting.

## Distinguishing Characteristics

This is an entry level technical classification that works under direct supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have basic knowledge of structural behavior and basic knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures.

## 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%
- Visually inspects all components of bridges and culverts for deterioration, cracks, and other defects; rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice, or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction, or maintenance practice.
- 35% +/- 10%
- Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section; documents observations of all technical work in bridge and road construction; prepares maps, forms, and sketches as required for the bridge inspections; provides reports of daily work done on a project and provides necessary profit documentation as directed; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.
- 15% +/- 5%
- Assists with recommending bridge repairs; provides an information base for immediate action to limit use/close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done.

## Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent with one (1) year of experience in bridge inspection; or any combination of education, training, and experience.

## Additional Requirements

- No special license or certification is required.

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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer, multi-function printer, and peripheral equipment.
- Ability to operate an inspection van, snooper, man-lift, tracker, motor boat, bucket truck, bucket boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.

### **Supervisory Responsibilities**

- No supervisory responsibilities.

### **Mathematical Ability**

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

### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Outlook, Excel, Word, and Access and design and drafting software.

### **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 reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including State and Federal bridge inspection requirements, specifications, drawings, manuals, tables, codes, and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret related structural mechanics terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, confined spaces, and heights.

## Bridge Inspector

*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

<b>Class Title:</b>	Permit Coordinator	<b>Class Number:</b>	10211
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Public Works	Exhibit B	

B

### Classification Function

The purpose of this classification is to coordinate the issuance of various permits and licenses and the maintenance of related records in accordance with established procedures.

### Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating the issuance of various permits and licenses and maintaining related documents. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures and serves as a first-line supervisor ensuring 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.**

50% +/- 10%

- Coordinates documentation and scheduling for events held on County property (the Cuyahoga County Courthouse and Huntington Park Garage); maintains spreadsheet of scheduled events on County property; ensures receipt of proper documentation for bookings of events held on County property including signed lease, correct forms, insurance certificates, notarized contracts, rental fees, and other applicable documents; prepares rental contract forms for use of County property.

20% +/- 10%

- Coordinates the issuance of permits for contractors working in Cuyahoga County communities; monitors permit application review process from initial intake to final approval; ensures that plans and specifications for contractor work affecting sewers are approved by the engineering department; ensures inspection fees for permits are paid; ensures that contractor licensing documents (bonds, insurance certificates, etc.) are up to date; issues permits to contractors to install sanitary and storm sewers for mainline, commercial, and residential connections; issues permits for capital improvement projects and road openings; schedules inspections for building inspectors; accepts payments for permits, sewer license registrations, tap-in fees, etc.; deposits monies received and submits receipts and other relevant information to the fiscal department.

10% +/- 5%

- Interacts with clients, department staff, other County departments, and the general public regarding permit, contract, and rental services; assists visitors, contractors, staff, and the general public at the front desk by providing information, services, or referrals as necessary; responds to inquiries regarding permit processes and tap-in fees; coordinates with the legal department regarding changes needed to permits for the department and contracts for events.

## Permit Coordinator

10% +/- 5%

- Supervises assigned administrative employees; 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; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Coordinates maintenance of records for permits, contracts, and related documents; establishes project number and project name; maintains records of all work performed for projects including inspection reports, billing, and testing; maintains records of permit activity; makes copies of permits and enters into database; sends permit numbers to the fiscal department; creates monthly and annual reports of permit activity and contractor work.

### **Experience Required to Perform Essential Job Functions**

- High school diploma or GED supplemented with vocational/technical training and three (3) years of administrative, building permit processing, or related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and multi-function printer.

#### **Technology Requirements**

- Ability to utilize a variety of software and databases including Microsoft Word, Excel, and Access.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, expense reports, event schedules, reference documents, sewer sketches, leases, insurance and bonding firm's permits, checks, and roadway opening permit requests.
- Ability to comprehend a variety of reference books and manuals including departmental policies and procedures manuals, reference manuals, permit books, street guide, sewer plans, and Employee Handbook.
- Ability to prepare activity reports, monthly inspector reports, sanitation and storm permits, wedding event schedules and leases, receipts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as a supervisor, to record, deliver, and file information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering terminology and language.
- Ability to communicate with supervisor, staff, co-workers, consultants, contractors, inspectors, government agencies, other County employees, and customers.

### **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

<b>Class Title:</b>	Senior Bridge Inspector	<b>Class Number:</b>	18032
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Public Works	Exhibit C	

## Classification Function

The purpose of the classification is to inspect, evaluate, rate, and report the condition and ongoing maintenance needs of bridges, culverts, and related structures on the County system and recommending repairs.

## Distinguishing Characteristics

This is an journey level technical classification that works under general supervision. The employees in this class work under a framework policies, procedures, regulations, and codes. Employees are required to have comprehensive knowledge of structural behavior and general knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures. This class is distinguished from the Bridge Inspector classification in that the Senior Bridge Inspector may provide technical supervision of that class and is required to have more specialized experience.

## 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%
- Visually inspects all components of bridges and culverts for deterioration, cracks, and other defects; rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction, or maintenance practice.
- 30% +/- 10%
- Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section; documents observations of all technical work in bridge and road construction; provides reports of daily work done on a project and provides necessary profit documentation as directed; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.
- 20% +/- 10%
- Recommends bridge repairs; provides an information base for immediate action to limit use/close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done; documents maintenance recommendations by entering files and pictures into the Enterprise Resource Planning system.

## Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent and three (3) years of experience in bridge inspection; or an equivalent combination of education, training, and experience.

## Senior Bridge Inspector

- Completion of the FHWA (Federal Highway Administration) – NHI (National Highway Institute) - 13005 - Safety Inspection of In Service Bridges Certificate/Training is required.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat, bucket truck, brick boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield, and load testing.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Outlook, Excel, Word, and Access and design and drafting software.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including State and Federal bridge inspection requirements, specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

Senior Bridge Inspector

**Environmental Adaptability**

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, confined spaces, and heights.

*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

<b>Class Title:</b>	Senior Supervisor, Sewer Maintenance	<b>Class Number:</b>	18002
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Departments:</b>	Public Works	Exhibit D	

## Classification Function

The purpose of this position is to supervise the Supervisor, Sewer Maintenance employees and sewer maintenance activities.

## Distinguishing Characteristics

This is a second-line supervisor classification, working under direction of a superintendent within the Sewer Maintenance Section of the Public Works Department. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according policies, procedures and related regulations. This class is distinguished from the Supervisor, Sewer Maintenance by its increased responsibility and that the latter is a first line supervisor.

## Essential Job Functions

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

- 60% +/- 10%
- Supervises and directs the work of Supervisor, Sewer Maintenance workers 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.
- 30% +/- 10%
- Assists the Superintendent, Sewer Maintenance with planning and coordinating of sewer maintenance functions; assigns work orders to supervisors through the Enterprise Asset Management (EAM) module; checks inventories using the EAM module; reviews supervisor reports using the EAM module; recommends maintenance programs and initiatives for sanitary and storm system maintenance; establishes goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information.

## Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent supplemented with vocational or technical training in plumbing, maintenance and/or sanitation with five (5) years of sewer maintenance experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance

### **Additional Requirements**

- An Ohio EPA Wastewater Collections Class I Certification may be 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 multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters and digital cameras.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

#### **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, perform routine statistics, and apply algebraic and geometric equations.

#### **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 reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blue prints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.

## Senior Supervisor, Sewer Maintenance

- Ability to prepare reports such as payroll documents, service requests, flow meter reports, dye and smoke meter test reports, GPS and map reports, disciplinary forms, vehicle maintenance reports, performance evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering, and mechanical, terminology and language.
- Ability to communicate with Assistant Director, Sewer Maintenance Administrator Manager, employees, residents, mechanics, engineers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Sewer Maintenance	<b>Class Number:</b>	18001
<b>FLSA: Exempt</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works	Exhibit E	

## Classification Function

The purpose of this position is to supervise a crew of employees assigned to sewer maintenance activities, inspect work in progress, and review completed work assignments.

## Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. The employees in this class work under direction of the Senior Supervisor, Sewer Maintenance.

## Essential Job Functions

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

- 40% +/- 10%
- Supervises and directs the work of a crew of sewer maintenance employees and other assigned staff; directs staff to ensure work completion and maintenance of standards; 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.
- 35% +/- 10%
- Utilizes the Enterprise Asset Management (EAM) module within the County’s Enterprise Resource Planning (ERP) system to open and close work orders, generate reports, create work plans, and track and order supplies; receives work orders from the EAM module used to coordinate employee work; reviews and evaluates various reports and plans to explain daily assignments to crew; prepares various activity and project update reports; assigns vehicles; reviews billing and payroll paperwork; ensures appropriate equipment is available.
- 15% +/- 5%
- Assists with planning and coordinating of sewer maintenance department initiatives; recommends maintenance programs and initiatives for sanitary and storm system maintenance; assists with establishing goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; conducts meetings; attends presentations; communicates with municipalities and the public about sewer system repairs.

Supervisor, Sewer Maintenance

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent; with three (3) years of sewer maintenance experience; or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- Must obtain and maintain Ohio EPA Wastewater Collections Class I certification within 12 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 multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters, and digital cameras.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

#### **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 apply algebraic and geometric equations.

#### **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.



## Supervisor, Sewer Maintenance

- Ability to comprehend a variety of informational documents including reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blue prints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.
- Ability to prepare reports such as daily activity reports, daily maintenance reports, flow meter reports, dye and smoke meter test reports, map reports, payroll documents, service requests, disciplinary forms, vehicle reports, performance evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, and mechanical terminology and language.
- Ability to communicate with manager, employees, mechanics, engineers, residents, other County employees, employees of cities and municipalities, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	User Experience Designer	<b>Class Number:</b>	16301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology	Exhibit F	

### Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, designing, and developing applications and web pages to be more user friendly.

### Distinguishing Characteristics

This is an advanced journey level classification, working under direction of the Web and Applications Administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative.

### 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 implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders.
- 20% +/- 10%
- Creates, wireframes, mock-ups, and prototypes for design and development to demonstrate website form and functionality and create seamless, usable, convenient, and enjoyable user experiences; provides guidance to design and development staff to ensure designs are properly coded, meet established technical protocols and standards, are compliant with Web Content Accessibility Guidelines (WCAG), and align with business, stakeholder, and end user priorities.
- 20% +/- 10%
- Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests.
- 20% +/- 10%
- Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; meets with clients and stakeholders to gather requirements; acts as key QA point of contact for new releases.

## User Experience Designer

20% +/- 10%

- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related 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 and copier.
- Ability to utilize a variety of website development and maintenance software.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, user experience/user interface design best practices, and Web Content Accessibility Guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.

Effective Date: 04.25.2018

Last Modified: 03.18.2019

## User Experience Designer

- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

## **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:** September 22, 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 September 16, 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:

<b>PROPOSED REVISED CLASSIFICATIONS</b>			
<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMEND ED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Bridge Inspector 18031	4A/Non-Exempt	5A/Non-Exempt	Public Works
Permit Coordinator 10211	6A/Non-Exempt	6A/Non-Exempt (No Change)	Public Works

Senior Bridge Inspector 18032	8A/Non-Exempt	8A/Non-Exempt (No Change)	Public Works
Senior Supervisor, Sewer Maintenance 18002	12A/Exempt	13A/Exempt	Public Works
Supervisor, Sewer Maintenance 18001	11A/Exempt	11A/Exempt (No Change)	Public Works
User Experience Designer 16301	12B/Exempt	12B/Exempt (No Change)	Information Technology

cc: Deborah Southerington, Commissioner  
Thomas Colaluca, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive  
Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Jeanne Schmotzer, Clerk of Council

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18031</b>	<b>Bridge Inspector</b>	<b>Public Works</b>	<b>Non-Exempt</b>	<b>4A</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18031</b>	<b>Bridge Inspector</b>	<b>Public Works</b>	<b>Non-Exempt</b>	<b>5A</b>

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay grade increased from a 4A to 5A due to updated equipment usage.
-------------------	--

<b>No. of Employees Affected:</b>	None (Position is currently vacant)
-----------------------------------	-------------------------------------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	PG4A - \$33,342.40 - \$46,716.80 PG5A - \$36,400.00 - \$50,918.40
-----------------------	--

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Hazimihalis, Section Chief Engineering	7/22/2020	Email	Review of Final Draft
Mike Dever, Director of Public works	7/22/2020	Email	Review of Final Draft – Copied on Communications
Jim Battigaglia – Archer Consultant	8/12/2020	Email	Request for Pay Grade Evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Bridge Inspector	<b>Class Number:</b>	18031
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to assist higher-level employees with the inspection of bridges and culverts and to assist in the maintenance of related bridge inspection and repair documentation and reporting.

## Distinguishing Characteristics

This is an entry level technical classification that works under direct supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have basic knowledge of structural behavior and basic knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures.

## 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%
- Visually inspects all components of bridges and culverts for deterioration, cracks, and other defects; rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice, or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction, or maintenance practice.
- 35% +/- 10%
- Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section; documents observations of all technical work in bridge and road construction; prepares maps, forms, and sketches as required for the bridge inspections; provides reports of daily work done on a project and provides necessary profit documentation as directed; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.
- 15% +/- 5%
- Assists with recommending bridge repairs; provides an information base for immediate action to limit use/close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done.

## Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent with one (1) year of experience in bridge inspection; or any combination of education, training, and experience.

## Additional Requirements

- No special license or certification is required.

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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer, multi-function printer, and peripheral equipment.
- Ability to operate an inspection van, snooper, man-lift, tracker, motor boat, bucket truck, bucket boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.

### **Supervisory Responsibilities**

- No supervisory responsibilities.

### **Mathematical Ability**

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

### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Outlook, Excel, Word, and Access and design and drafting software.

### **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 reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including State and Federal bridge inspection requirements, specifications, drawings, manuals, tables, codes, and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret related structural mechanics terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, confined spaces, and heights.

## Bridge Inspector

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10211	Permit Coordinator	Public Works	Non-Exempt	6A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10211	Permit Coordinator	Public Works	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, minimum qualifications, and formatting were updated. No change to Pay Grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	One (1)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Neil Juhnke, Chief Surveyor	6/11/2020 6/17/2020 7/9/2020	Email Email Email	Questions Regarding Min Quals and Software Review of Final Draft Confirmation
Thomas Sotak, Deputy Chief Engineering	6/17/2020 7/9/2020	Email Email	Review of Final Draft Confirmation
Jim Battigaglia – Archer Consultant	8/12/2020	Email	Request for Pay Grade Evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Permit Coordinator	<b>Class Number:</b>	10211
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate the issuance of various permits and licenses and the maintenance of related records in accordance with established procedures.

### Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating the issuance of various permits and licenses and maintaining related documents. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures and serves as a first-line supervisor ensuring 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.**

50% +/- 10%

- Coordinates documentation and scheduling for events held on County property (the Cuyahoga County Courthouse and Huntington Park Garage); maintains spreadsheet of scheduled events on County property; ensures receipt of proper documentation for bookings of events held on County property including signed lease, correct forms, insurance certificates, notarized contracts, rental fees, and other applicable documents; prepares rental contract forms for use of County property.

20% +/- 10%

- Coordinates the issuance of permits for contractors working in Cuyahoga County communities; monitors permit application review process from initial intake to final approval; ensures that plans and specifications for contractor work affecting sewers are approved by the engineering department; ensures inspection fees for permits are paid; ensures that contractor licensing documents (bonds, insurance certificates, etc.) are up to date; issues permits to contractors to install sanitary and storm sewers for mainline, commercial, and residential connections; issues permits for capital improvement projects and road openings; schedules inspections for building inspectors; accepts payments for permits, sewer license registrations, tap-in fees, etc.; deposits monies received and submits receipts and other relevant information to the fiscal department.

10% +/- 5%

- Interacts with clients, department staff, other County departments, and the general public regarding permit, contract, and rental services; assists visitors, contractors, staff, and the general public at the front desk by providing information, services, or referrals as necessary; responds to inquiries regarding permit processes and tap-in fees; coordinates with the legal department regarding changes needed to permits for the department and contracts for events.

## Permit Coordinator

10% +/- 5%

- Supervises assigned administrative employees; 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; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Coordinates maintenance of records for permits, contracts, and related documents; establishes project number and project name; maintains records of all work performed for projects including inspection reports, billing, and testing; maintains records of permit activity; makes copies of permits and enters into database; sends permit numbers to the fiscal department; creates monthly and annual reports of permit activity and contractor work.

### **Experience Required to Perform Essential Job Functions**

- High school diploma or GED supplemented with vocational/technical training and three (3) years of administrative, building permit processing, or related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and multi-function printer.

#### **Technology Requirements**

- Ability to utilize a variety of software and databases including Microsoft Word, Excel, and Access.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, expense reports, event schedules, reference documents, sewer sketches, leases, insurance and bonding firm's permits, checks, and roadway opening permit requests.
- Ability to comprehend a variety of reference books and manuals including departmental policies and procedures manuals, reference manuals, permit books, street guide, sewer plans, and Employee Handbook.
- Ability to prepare activity reports, monthly inspector reports, sanitation and storm permits, wedding event schedules and leases, receipts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as a supervisor, to record, deliver, and file information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering terminology and language.
- Ability to communicate with supervisor, staff, co-workers, consultants, contractors, inspectors, government agencies, other County employees, and customers.

### **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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18032	Senior Bridge Inspector	Public Works	Non-Exempt	8A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18032	Senior Bridge Inspector	Public Works	Non-Exempt	8A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, minimum qualifications, physical requirements, environmental exposure, and formatting were updated. No change to pay grade or FLSA status.
-------------------	---

<b>No. of Employees Affected:</b>	Two (2)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Hazimihalis, Section Chief Engineering	7/22/2020 8/5/2020	Email Email	Review of Final Draft Question Regarding Minimum Qualifications
Mike Dever, Director of Public works	7/22/2020  8/5/2020	Email	Review of Final Draft – Copied on Communications Question Regarding Minimum Qualifications
Dave Marquard, Engineer	8/5/2020	Email	Question Regarding Minimum Qualifications
Jim Battigaglia – Archer Consultant	8/12/2020	Email	Request for Pay Grade Evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Bridge Inspector	<b>Class Number:</b>	18032
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of the classification is to inspect, evaluate, rate, and report the condition and ongoing maintenance needs of bridges, culverts, and related structures on the County system and recommending repairs.

### Distinguishing Characteristics

This is an journey level technical classification that works under general supervision. The employees in this class work under a framework policies, procedures, regulations, and codes. Employees are required to have comprehensive knowledge of structural behavior and general knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures. This class is distinguished from the Bridge Inspector classification in that the Senior Bridge Inspector may provide technical supervision of that class and is required to have more specialized experience.

### 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%
- Visually inspects all components of bridges and culverts for deterioration, cracks, and other defects; rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction, or maintenance practice.
- 30% +/- 10%
- Documents bridge inspections; photographs bridge inspections; records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section; documents observations of all technical work in bridge and road construction; provides reports of daily work done on a project and provides necessary profit documentation as directed; maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.
- 20% +/- 10%
- Recommends bridge repairs; provides an information base for immediate action to limit use/close any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enters data in computer; prepares and details the construction plans necessary for the repair work to be done; documents maintenance recommendations by entering files and pictures into the Enterprise Resource Planning system.

### Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent and three (3) years of experience in bridge inspection; or an equivalent combination of education, training, and experience.

## Senior Bridge Inspector

- Completion of the FHWA (Federal Highway Administration) – NHI (National Highway Institute) - 13005 - Safety Inspection of In Service Bridges Certificate/Training is required.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat, bucket truck, brick boat, bridge tracker, hammer, calipers, dye penetrant, and various other structural inspection tools.
- Ability to stand, walk, balance, climb, crawl, crouch, bend, and twist.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield, and load testing.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including Microsoft Outlook, Excel, Word, and Access and design and drafting software.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including State and Federal bridge inspection requirements, specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

Senior Bridge Inspector

**Environmental Adaptability**

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, machinery, vibrations, traffic hazards, confined spaces, and heights.

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18002	Senior Supervisor, Sewer Maintenance	Public Works	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18002	Senior Supervisor, Sewer Maintenance	Public Works	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2013. Language was updated to better reflect duties performed on the job. Pay grade raised from 12A to 13A due to increased equipment work requirement.
-------------------	---

<b>No. of Employees Affected:</b>	Two (2)
-----------------------------------	---------

<b>Dept.(s) Affected:</b>	Public Works
---------------------------	--------------

<b>Fiscal Impact:</b>	PG 12A: \$57,491.20 – \$80,496.00 PG 13A: \$60,528.00 – \$84,718.40 Step Placement TBD by Human Resources
-----------------------	---

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Bryan Hitch, Superintendent, Sewer Maintenance	6/19/2020	Email	Sent draft of Specification
	7/6/2020	Email	Ask Questions about Edits
	7/22/2020	Email	Reminder
	7/31/2020	Email	Reminder
Yolanda Guzman, HR Manager	8/6/2020	Email	Ask for assistance to reach SME
Jim Battigaglia, Archer Consultant	8/14/2020	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Supervisor, Sewer Maintenance	<b>Class Number:</b>	18002
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Departments:</b>	Public Works		

## Classification Function

The purpose of this position is to supervise the Supervisor, Sewer Maintenance employees and sewer maintenance activities.

## Distinguishing Characteristics

This is a second-line supervisor classification, working under direction of a superintendent within the Sewer Maintenance Section of the Public Works Department. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according policies, procedures and related regulations. This class is distinguished from the Supervisor, Sewer Maintenance by its increased responsibility and that the latter is a first line supervisor.

## Essential Job Functions

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

- 60% +/- 10%
- Supervises and directs the work of Supervisor, Sewer Maintenance workers 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.
- 30% +/- 10%
- Assists the Superintendent, Sewer Maintenance with planning and coordinating of sewer maintenance functions; assigns work orders to supervisors through the Enterprise Asset Management (EAM) module; checks inventories using the EAM module; reviews supervisor reports using the EAM module; recommends maintenance programs and initiatives for sanitary and storm system maintenance; establishes goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information.

## Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent supplemented with vocational or technical training in plumbing, maintenance and/or sanitation with five (5) years of sewer maintenance experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance



### **Additional Requirements**

- An Ohio EPA Wastewater Collections Class I Certification may be 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 multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters and digital cameras.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

#### **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, perform routine statistics, and apply algebraic and geometric equations.

#### **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 reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blue prints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.

## Senior Supervisor, Sewer Maintenance

- Ability to prepare reports such as payroll documents, service requests, flow meter reports, dye and smoke meter test reports, GPS and map reports, disciplinary forms, vehicle maintenance reports, performance evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering, and mechanical, terminology and language.
- Ability to communicate with Assistant Director, Sewer Maintenance Administrator Manager, employees, residents, mechanics, engineers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
18001	Supervisor, Sewer Maintenance	Public Works	Exempt	11A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
18001	Supervisor, Sewer Maintenance	Public Works	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
----------------------	-----------------------------

<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2013. Language was updated to better reflect tasks performed on the job. No change to minimum qualifications or pay grade.
-------------------	--

<b>No. of Employees Affected:</b>	None
-----------------------------------	------

<b>Dept.(s) Affected:</b>	All Departments
---------------------------	-----------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Bryan Hitch, Superintendent, Sewer Maintenance	6/19/2020	Email	Sent draft of Specification
	7/6/2020	Email	Ask Questions about Edits
	7/22/2020	Email	Reminder
	7/31/2020	Email	Reminder
Yolanda Guzman, HR Manager	8/6/2020	Email	Ask for assistance to reach SME
Jim Battigaglia, Archer Consultant	8/14/2020	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Sewer Maintenance	<b>Class Number:</b>	18001
<b>FLSA: Exempt</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this position is to supervise a crew of employees assigned to sewer maintenance activities, inspect work in progress, and review completed work assignments.

### Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. The employees in this class work under direction of the Senior Supervisor, Sewer Maintenance.

### Essential Job Functions

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

- 40% +/- 10%
- Supervises and directs the work of a crew of sewer maintenance employees and other assigned staff; directs staff to ensure work completion and maintenance of standards; 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.
- 35% +/- 10%
- Utilizes the Enterprise Asset Management (EAM) module within the County's Enterprise Resource Planning (ERP) system to open and close work orders, generate reports, create work plans, and track and order supplies; receives work orders from the EAM module used to coordinate employee work; reviews and evaluates various reports and plans to explain daily assignments to crew; prepares various activity and project update reports; assigns vehicles; reviews billing and payroll paperwork; ensures appropriate equipment is available.
- 15% +/- 5%
- Assists with planning and coordinating of sewer maintenance department initiatives; recommends maintenance programs and initiatives for sanitary and storm system maintenance; assists with establishing goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; conducts meetings; attends presentations; communicates with municipalities and the public about sewer system repairs.

Supervisor, Sewer Maintenance

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent; with three (3) years of sewer maintenance experience; or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- Must obtain and maintain Ohio EPA Wastewater Collections Class I certification within 12 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 multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters, and digital cameras.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including the Microsoft Office Suite, GIS Software, EAM module of the County's ERP system, and GraniteXP (pipeline inspection software).

#### **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 apply algebraic and geometric equations.

#### **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.

## Supervisor, Sewer Maintenance

- Ability to comprehend a variety of informational documents including reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, daily logs, maps, blue prints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, materials texts, and personnel policy manuals.
- Ability to prepare reports such as daily activity reports, daily maintenance reports, flow meter reports, dye and smoke meter test reports, map reports, payroll documents, service requests, disciplinary forms, vehicle reports, performance evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, and mechanical terminology and language.
- Ability to communicate with manager, employees, mechanics, engineers, residents, other County employees, employees of cities and municipalities, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16301	User Experience Designer	Information Technology	Exempt	12B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16301	User Experience Designer	Information Technology	Exempt	12B

<b>Requested By:</b>	Information Technology
----------------------	------------------------

<b>Rationale:</b>	Revisions made at request of the department. Changes were made to the essential job functions to capture the additional work performed by the position. No change to pay grade or FLSA status.
-------------------	--

<b>No. of Employees Affected:</b>	0 (none)
-----------------------------------	----------

<b>Dept.(s) Affected:</b>	Information Technology
---------------------------	------------------------

<b>Fiscal Impact:</b>	None
-----------------------	------

<b>Staffing Implications:</b>	None
-------------------------------	------

<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--



<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Andy Molls, Deputy Chief Technology Officer	8/3/2020	Email	Request for Revision and Clarification
	8/6/2020	Email	Update
Kelli Neale, HR	8/6/2020	Email	Copied on Communications
Jim Battigaglia, Archer Consultant	8/6/2020	Email	Request for Pay Grade Evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	User Experience Designer	<b>Class Number:</b>	16301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, designing, and developing applications and web pages to be more user friendly.

### Distinguishing Characteristics

This is an advanced journey level classification, working under direction of the Web and Applications Administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative.

### 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 implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders.
- 20% +/- 10%
- Creates, wireframes, mock-ups, and prototypes for design and development to demonstrate website form and functionality and create seamless, usable, convenient, and enjoyable user experiences; provides guidance to design and development staff to ensure designs are properly coded, meet established technical protocols and standards, are compliant with Web Content Accessibility Guidelines (WCAG), and align with business, stakeholder, and end user priorities.
- 20% +/- 10%
- Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests.
- 20% +/- 10%
- Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; meets with clients and stakeholders to gather requirements; acts as key QA point of contact for new releases.

## User Experience Designer

20% +/- 10%

- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related 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 and copier.
- Ability to utilize a variety of website development and maintenance software.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, user experience/user interface design best practices, and Web Content Accessibility Guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.

Effective Date: 04.25.2018

Last Modified: 03.18.2019

## User Experience Designer

- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

## **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 9/9/2020

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>REVISED</u></b>					
Bridge Inspector	18031	4A/Non-Exempt	5A/Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay grade increased from a 4A to 5A due to updated equipment usage.
Permit Coordinator	10211	6A/Non-Exempt	6A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, minimum qualifications, and formatting were updated. No change to Pay Grade or FLSA status.
Senior Bridge Inspector	18032	8A/Non-Exempt	8A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, language, minimum qualifications, physical requirements, environmental exposure, and formatting were updated. No change to pay grade or FLSA status.
Senior Supervisor, Sewer Maintenance	18002	12A/Exempt	13A/Exempt	Public Works	PRC routine maintenance. Classification last revised in 2013. Language was updated to better reflect duties performed on the job. Pay grade raised from 12A to 13A due to increased equipment work requirement.
Supervisor, Sewer Maintenance	18001	11A/Exempt	11A/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2013. Language was updated to better reflect tasks performed on the job. No change to minimum qualifications or pay grade.
User Experience Designer	16301	12B/Exempt	12B/Exempt (No Change)	Information Technology	Revisions made at request of the department. Changes were made to the essential job functions to capture the additional work performed by the position. No change to pay grade or FLSA status.