

# AGENDA CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING TUESDAY, NOVEMBER 16, 2021 CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR 10:00 AM

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. PUBLIC COMMENT
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 19, 2021 MEETING [See Page 3]
- 5. MATTERS REFERRED TO COMMITTEE
  - a) R2021-0239: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
  - b) R2021-0242: A Resolution confirming the County Executive's appointment of the Honorable Mayor Annette Blackwell to serve on the Cuyahoga County Citizens' Advisory Council on Equity for an unexpired term ending 7/14/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 95]
  - c) R2021-0250: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 1/22/2026; and declaring the necessity that this Resolution become immediately effective: [See Page 103]

- 1) Lisa M. Hunt
- 2) Mozelle Jackson
- d) R2021-0251: A Resolution confirming the County Executive's appointment of Karolyn Isenhart to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 116]

#### 6. MISCELLANEOUS BUSINESS

#### 7. ADJOURNMENT

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

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



#### **MINUTES**

## CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING TUESDAY, OCTOBER 19, 2021 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 10:03 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 21, 2021 MEETING

A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the September 21, 2021 meeting.

- 5. MATTERS REFERRED TO COMMITTEE
  - a) R2021-0231: A Resolution confirming the County Executive's appointment of Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for an unexpired term ending 12/31/2021; and declaring the necessity that this Resolution become immediately effective.

Ms. Jeane Holley, Deputy Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2021-0231. Discussion ensued.

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

Ms. Maridell Couture, Program Officer for the Department of Senior and Adult Services, addressed the Committee regarding the nomination of Ms. Cheryl Bradas. Discussion ensued.

Committee members asked questions of Ms. Couture pertaining to the experience, expertise and qualifications of Ms. Bradas, which she answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0231 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) R2021-0232: A Resolution confirming the County Executive's reappointment of Sam Thomas III to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective.

Ms. Holley addressed the Committee regarding Resolution No. R2021-0232. Discussion ensued.

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

Mr. Sam Thomas III addressed the Committee regarding his nomination to serve on the Western Reserve Area Agency on Aging Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Sweeney, Resolution No. R2021-0232 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

#### 6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

#### 7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:20 a.m.

#### County Council of Cuyahoga County, Ohio

#### Resolution No. R2021-0239

Sponsored by: Councilmember	A Resolution adopting various changes to			
Brown on behalf of Cuyahoga	the Cuyahoga County Non-Bargaining			
<b>County Personnel Review</b>	Classification Plan and declaring the			
Commission	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 October 13, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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:

<u>Modifications of the following Classifications:</u> (See attached Classification Specifications)

#### **Proposed New Classifications:**

Exhibit A: Class Title: Chief Investigator

Number: 12361

Pay Grade: 13A/Exempt

#### Proposed Revised Classifications:

Exhibit B: Class Title: Administrator, Program Officer

Class Number: 10145

Pay Grade: 14A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit C: Class Title: Administrator, Records Management

Class Number: 10124

Pay Grade: 11A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA

status.

Exhibit D: Class Title: Administrator, Senior Records Management

Class Number: 10125

Pay Grade: 12A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum qualifications, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay

grade or FLSA status.

Exhibit E: Class Title: Employee Services Specialist

Class Number: 14001

Pay Grade: 4A/Non-Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A Technology Requirements section was added. No change to pay

grade or FLSA status.

Exhibit F: Class Title: Fraud Auditor

Class Number: 19021

Pay Grade: 9A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential

job functions, minimum qualifications, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: Supervisor, Employment & Family Service

Class Number: 13021

Pay Grade: 11A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions and general formatting and language. A technology requirements section was added. No change to may grade on ELSA stetus.

added. No change to pay grade or FLSA status.

Exhibit H: Class Title: Supervisor, Investigation

Class Number: 19022

Pay Grade: 11A/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job

functions, and language and formatting. A Technology

Requirements section was added. No change to pay grade or FLSA

status.

Exhibit I: Class Title: Supervisor, Mail Room

Class Number: 10031

Pay Grade: 4A/Non-Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, environmental adaptability, and language and formatting. A Technology Requirements section was

added. No change to pay grade or FLSA status.

#### Proposed Deleted Classification:

Exhibit J: Class Title: Identification Technician

Class Number: 10061

Pay Grade: 4A/Non-Exempt

\* Position was identified as being a CWA bargaining unit position in the Sheriff's Department and should be removed from the class

plan.

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

under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

On a motion byduly adopted.	, seconded by, the forego	ing Resolution was
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date
Committee(s) Assigned:	o Committee: October 26, 2021 Human Resources, Appointments & Eq	uit <u>y</u>
Journal	_	



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

#### CUYAHOGA COUNTY PERSONNEL REVIEW COMMSSION MEMORANDUM

DATE: October 15, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.

Shontel Brown, Chairwoman, Human Resources, Appointments & Equity

Committee

Council Members, Human Resources, Appointments & Equity

Committee

FROM: Thomas Colaluca, Chairman

Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on October 13, 2021, 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:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Chief Investigator – Sheriff's	13A Exempt	Sheriff
Department 12361		

#### PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS	CURRENT	RECOMMENDED	DEPARTMENT
(Revised Title)	PAY GRADE &	PAY GRADE &	
	FLSA	FLSA	
Administrator, Program Officer	14A Exempt	14A Exempt	Health and Human
10145		(No Change)	Services
Administrator, Records	11A Exempt	11A Exempt	All Departments
Management 10124		(No Change)	

Administrator, Senior Records	12A Exempt	12A Exempt	All Departments
Management 10125		(No Change)	
Employee Services Specialist 14001	4A Non-Exempt	4A Non-Exempt	Human Resources
		(No Change)	
Fraud Auditor 19021	9A Exempt	9A Exempt	Health and Human
		(No Change)	Services
Supervisor, Employment and Family	11A Exempt	11A Exempt	Health and Human
Service 13021		(No Change)	Services
Supervisor, Investigation 19022	11A Exempt	11A Exempt	Health and Human
		(No Change)	Services
Supervisor, Mail Room 10031	4A Non-Exempt	4A Non-Exempt	Public Works
		(No Change)	

PROPOSED DELETED CLASSIFICATIONS				
Classification Title	Classification Number	Pay Grade	Department	
Identification Technician	10061	4A Non-Exempt	Sheriff	

CC: Deborah Southerington, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff Kelli Neale, Program Officer 4 Andria Richardson, Clerk of Council Sheba Marshall, HR Director – Total Rewards

	PROPOSED NEV	V CLASSIFICATION		
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12361	Chief Investigator – Sheriff's Department	Sheriff's Department	Exempt	13A

Requested By:	Personnel Review Commission
Rationale:	This is a new classification requested by the Sheriff's Department based on
	department need. The classification reflects the essential functions and
	minimum qualifications of the position.
No. of Employees	None
Affected:	
Dept.(s) Affected:	Sheriff's Department
Fiscal Impact:	PG 13A \$61,734.40 - \$86,403.20
	Step Placement TBD by Human Resources
Staffing	Position to be filled once classification is active.
Implications:	
PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist
	Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Kelli Neale, HR	3/27/2017	Email	Copied on
			Communications
	4/11/2018	Email	Update
Christopher Viland -	7/27/2021	Email	Questions regarding
Sheriff			essential job functions
	7/27/2021	Phone Call	Same as above
	7/30/2021	Email	Review of Final Draft
	8/18/2021	Email	Update
	9/23/2021	Email	Notice of PG

James Mackey –	7/27/2021	Phone Call	Questions regarding
Deputy Sheriff			essential job functions
	7/30/2021	Email	Review of Final Draft
	8/18/2021	Email	Update
	9/23/2021	Email	Notice of PG
Bryan E. Smith –	7/27/2021	Email	Questions regarding
Deputy Chief			essential job functions
	7/30/2021	Email	Review of Final Draft
	8/18/2021	Email	Update
	9/23/2021	Email	Notice of Pay Grade
Jim Battigaglia,	8/24/2021	Email	Pay Grade Evaluation
Archer Consultant			

#### **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Chief Investigator – Sheriff's Department	Class Number:	12361
FLSA:	Exempt	Pay Grade:	13A
Dept:	Sheriff's Department		

#### **Classification Function**

The purpose of this classification is to plan, coordinate, and supervise the Cuyahoga County Major Crimes Task Force.

#### **Distinguishing Characteristics**

This is a first-level supervisor classification that is responsible for planning and coordinating the activities of the Cuyahoga County Major Crimes Task Force investigating crimes including money laundering, drug investigations, human trafficking, organized crime, and financial crime. This classification supervises the work of personnel from multiple law enforcement agencies assigned to the task force. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to overseeing the task force. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

45% +/- 10%

• Plans, coordinates, supervises, and participates in task force investigations in compliance with local, state, and federal laws, regulations, and department protocol; reviews information received to determine possible criminal activity, validity of information, and appropriate jurisdiction; participates in determining appropriate investigative direction and method for cases based on available information; aids in determining the connection between financial crimes and other criminal activity; prepares and/or obtains search warrants, arrest warrants, and subpoenas; interacts with witnesses/victims/suspects/confidential informants as necessary; responds to crime scenes and investigative sites; recommends, updates, and implements unit procedures, policies, objectives, and goals; develops case files and maintains logs; reviews and prepares various reports and documents relating to investigations work.

25% +/- 10%

• Supervises and directs the work of assigned staff from multiple law enforcement agencies assigned to the task force; 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.

Effective Date:

15% +/- 5%

• Communicates and coordinates with a variety of financial institutions, federal and state-level prosecutors, members of the public, consultants, external partner agencies (i.e., police departments), County agencies, and related businesses to facilitate investigations; coordinates on joint operations requiring the assistance of other law enforcement agencies; gives lectures on financial crimes to industry and government partners.

10% +/- 5%

 Oversees the handling of county and task force property, criminal evidence, and civil forfeitures; ensures proper use, maintenance, and documentation of equipment used during operations; takes temporary custody of criminal evidence and civil forfeitures; completes documentation and process to transfer evidence and civil forfeitures to appropriate entity.

5% +/- 2%

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

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

- Bachelor's degree in accounting, business, criminal justice, or related field with five (5) years of criminal investigations or financial crime investigations experience including (3) years of relevant supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of automated office machines and equipment including a computer, tablet, and multifunction printer.

#### **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.

#### Chief Investigator - Sheriff's Department

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and forensic accounting software.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including overtime usage reports, attendance records, vehicle maintenance and fuel reports, and confidential funds reports.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, state, and federal statutes relevant to money laundering, criminal statutes, civil forfeiture laws, and relevant case law.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, task force annual summary reports, monthly case update reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, employees, department management, federal and local law enforcement, and external business and organization partners.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and occasionally on site at crimes scenes and investigative sites.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness
  and humidity, animals or wildlife, disease and bodily fluids, violence, bright/dim lights, and noise
  extremes.

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

		CURRENT C	LASSIFICATION		
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
10145	Admi	inistrator, Program Officer	Health and Human Services	Exempt	14A
		PROPOSED REVIS	SED CLASSIFICATION	l	
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
10145		inistrator, Program Officer	Health and Human Services	Exempt	14A
Requested By:		Personnel Review Commissi	on		
Rationale:		PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.			
No. of Employe Affected:	es	One			
Dept.(s) Affecte	(s) Affected: Health and Human Services				
Fiscal Impact:		None			
ocapace.					
Staffing Implications:		None			
PRC Contact(s):	<u> </u>	Verona Blonde, Classificatio Albert Bouchahine, Manage	· · · · · · · · · · · · · · · · · · ·	•	l

Human Resources	Date of Contact:	Type of Contact:	Reason:
and Management			
Contact(s):			
Paul Porter, SPA5	7/8/2021	Email	Review of Final Draft
Contract	7/28/2021	Email	Reminder
Administration	8/11/2021	Email	Confirmation
David Merriman,	7/8/2021	Email	Copied on
Director, HHS	7/28/2021	Email	Communications
	8/11/2021	Email	
Jim Battigaglia,	8/24/2021	Email	Pay grade evaluation
Archer Consultant			

#### **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Administrator, Program Officer	Class Number:	10145
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to support the program planning and evaluation process for all County Health and Human Service (HHS) agencies, manage contract development and monitoring duties, and monitor vendor contract compliance and performance.

#### **Distinguishing Characteristics**

This is a senior management level classification with responsibility for supporting the program planning and evaluation process for all County HHS agencies, managing contract development and monitoring duties, and monitoring vendor contract compliance and performance. This position works under general supervision of an Administrator, Social Program 5. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning and evaluation and contract development and monitoring. The incumbent exercises discretion in resolving issues within applicable policies and procedure and 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.

20% +/- 10%

• Supports program planning for all County HHS agencies; Researches best practices for new programming across all HHS agencies; identifies client needs to be addressed by new or existing programming in coordination with HHS agencies; stays apprised of state/federal code or policy changes affecting existing programming; coordinates with the agency/department to develop a model of care and a scope of work for new programming to address client needs; completes research on current programming to compare how a program is performing against other comparable programs and benchmarks; evaluates the impact of any proposed changes to programming to determine the feasibility of implementation; recommends contract amendments for existing programming based on best practice research; develops plans for implementing any changes to existing programs.

20% +/- 10%

• Monitors vendor contract compliance and performance; develops compliance tools for tracking vendor contract compliance; develops report templates for vendors to provide information on performance benchmarks; oversees vendor compliance review process by assembling team, conducting site visits, and completing reporting; analyzes reports for vendor compliance and performance benchmarks to determine non-compliant or underperforming vendors; analyzes performance and develops corrective action or improvement plans for non-compliant or low performing vendors; monitors vendor performance to see effects of corrective action or performance improvement plan; reviews vendor case files to ensure there is evidence of service delivery; provides informal training to vendors on technical aspects of the process.

20% +/- 10%

Supervises and directs the work of 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 employee training needs; meets with
employees individually and as a unit; recommends personnel actions including selection, promotion,
transfer, discipline, or discharge.

20% +/- 10%

 Facilitates technical aspects of the procurement process for programming; develops a Request for Proposals (RFP) for new programming based on the scope of work in coordination with the issuing agency and the fiscal and law departments; compiles a list of potential vendors based on research; coordinates RFP activity with Department of Purchasing; conducts a pre-bid conference to present the RFP and answer questions from potential vendors; leads the proposal review process; makes recommendations for contract awards based on the proposal review process and presents recommendations to Council or the Board of Control.

10% +/- 5%

Manages and monitors program contracts; works with the recommended vendor to develop a
contract, proposed budget, and program design; coordinates with the law department on contract
language; coordinates contract meeting with the agency and the provider regarding the contract,
services, performance outcomes, and reporting expectations; monitors contract expenditures and
length of contract.

10% +/- 5%

 Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; completes and oversees data entry into various systems; prepares correspondence and performance reports; provides internal and external training on programs and services.

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

Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and presentation software (Microsoft PowerPoint).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistical calculations, apply algebraic formulas, and interpret advanced statistics.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people
  deciding the time, sequence of operations or events within the context of a process, system, or
  organization. Involves determining the necessity for revising goals, objectives, policies, procedures,
  or functions based on the analysis of data/information and includes performance reviews pertinent to
  objectives, functions, and requirements..
- Ability to comprehend a variety of informational documents including reports (i.e., performance reports, monthly and quarterly vendor reports, statistical reports), site visit checklists, quality improvement plans, vendor proposals, case file review forms and summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, the Cuyahoga County Employee Handbook, Cuyahoga County Charter, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.
- Ability to prepare statistical reports, reports (i.e., performance reports, utilization reports, year-end reports), monthly and quarterly vendor report templates, case file review forms and summaries, RFP proposal review score sheets and rubrics; contracting monitoring templates, RFPs, project plans, presentations, contracted statements of work, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and basic accounting terminology and language.

#### Administrator, Program Officer

• Ability to communicate with staff, co-workers, supervisor, upper management, other County employees, contract providers and vendors, County Executive, and Board of Control.

#### **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 C	LASSIFICATION		
Class Number (	Classification Title	Department	FLSA Status	Pay Grade
10174	Administrator, Records Vlanagement	All Departments	Exempt	11A
	PROPOSED REVIS	SED CLASSIFICATION		
Class Number (	Classification Title	Department	FLSA Status	Pay Grade
10174	Administrator, Records Vlanagement	All Departments	Exempt	11A
		•		
Requested By:	Personnel Review Commissi	on		
Rationale:	Rationale:  PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.			
No. of Employees	s Four			
Dest (s) Affects of	L All Book to the			
Dept.(s) Affected	: All Departments			
Fiscal Impact:	None			
Staffing Implications:	None			
implications.	I			
PRC Contact(s):	Verona Blonde, Classificatio Albert Bouchahine, Manage	·	•	

Human Resources	Date of Contact:	Type of Contact:	Reason:
and Management			
Contact(s):			
Eric Myles – HR,	6/22/2021	Email	Review of Final Draft
Director, HR	7/8/2021	Email	Reminder
Employee and Labor	7/15/2021	Email	Final Reminder
Relations			
Jim Battigaglia,	8/24/2021	Email	Pay grade evaluation
Archer Consultant			

#### **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Administrator, Records Management	Class Number:	10124
FLSA:	Exempt	Pay Grade:	11A
Dept:	All Departments		

#### **Classification Function**

The purpose of this classification is to manage, develop, plan, and organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency related records. This classification is also responsible for overseeing the scanning and indexing of documents into the agency's Electronic Document Management System.

#### **Distinguishing Characteristics**

This is a management level classification with responsibility for planning, directing, and managing the collection, storage, and retrieval of historical and current County records. The employee works within a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

50% +/- 10%

• Manages the system of electronic and physical data collection and storage of confidential client records or Agency records; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends and adheres to record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials, or private agencies; coordinates work with other divisions, departments, and/or government jurisdictions; completes data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use.

30% +/- 10%

• Supervises clerical supervisors, records management officers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

Processes confidential or more complex public record requests; logs requests made; scans
documents into imaging systems; sends record to requestor or notifies them where the document
can be viewed online.

10% +/- 5%

 Performs supporting administrative duties; compiles and prepares special reports, productivity reports, and department statistics; orders supplies and equipment; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assists and processes record requests or journal entry requests.

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

 Bachelor's degree in records management, management information systems, or business administration or related field with two (2) years of archival or records management experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

#### **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 daily and weekly reports, time sheets, performance evaluations, record requests, and various departmental or agency specific reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, union contracts, Ohio Revised Code Section 149, Ohio Sunshine Laws, Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees, and the general public.

#### **Environmental Adaptability**

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

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

CURRENT CLASSIFICATION					
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
10125		inistrator, Senior Records agement	All Departments	Exempt	12A
		PROPOSED REVIS	ED CLASSIFICATION		
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
10125		inistrator, Senior Records agement	All Departments	Exempt	12A
Requested By:		Personnel Review Commissi	on		
		nnc	1 .6 1 .		
Rationale:		PRC routine maintenance. C		•	
		made to the classification function, distinguishing characteristics, essential job functions, minimum qualifications, level of data analysis, and general			
		formatting and language. A			
	change to pay grade or FLSA status.				
No. of Employe	ees	One			
Dept.(s) Affect	ed:	Public Works			
Fiscal Impact:	Fiscal Impact: None				
·					
Staffing		None			
Implications:					
PRC Contact(s):	:	Verona Blonde, Classificatio	n and Compensation	n Specialist	
		Albert Bouchahine, Manage	r of Classification an	d Compensation	

Human Resources	Date of Contact:	Type of Contact:	Reason:
and Management			
Contact(s):			
Jim Fischer –	6/22/2021	Email	Review of Final Draft
Administrator,			
Facilities			
Maintenance			
Jim Battigaglia,	8/24/2021	Email	Pay grade evaluation
Archer Consultant			

#### CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Senior Records Management	Class Number:	10125
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

#### **Classification Function**

The purpose of this classification is to administer the operations of the Cuyahoga County Archives and supervise records management staff.

#### **Distinguishing Characteristics**

This is a management level classification with responsibility for directing the activities of the County Archives within the Department of Public Works. This position oversees the operations and promotes the efficiencies of the department, develops and incorporates process improvements, and ensures that activities meet time and quality objectives.

#### **Essential Job Functions**

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

50% +/- 10%

• Manages the collection, storage, and retrieval of Cuyahoga County Archives records; controls distribution of records; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC) based upon administrative, legal, and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society regarding records maintenance procedures; implements records retention and maintenance schedules; provides advice and consultation on records systems to County department administrators, local government officials, or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; assists in the reference area and completes records requests; prepares written responses to researchers regarding their records requests; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for determining records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures; contacts County departments that have boxed documents for destruction; completes the RC-3 records destruction form.

25% +/- 10%

• Supervises and directs the work of senior and regular records management officers, interns, volunteers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

Performs supporting administrative duties; prepares special reports; gives presentations to students
and various organizations about the Archives holdings; recommends approval of vendor invoices;
presents at outreach events; approves staff payroll and task codes; completes indirect cost plan;
prepares for semi-annual records commission meetings, chairs meetings, and prepares resolutions
and minutes.

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

- Bachelor's Degree in records management, management information systems, business administration, or a related field with six (6) years of archival or records management experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and microfilm/microfiche reader.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

#### **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 time sheets, billing invoices, research requests, task code reports, costing sheets, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio History Connection, Ohio Revised Code Section 149, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.
- Ability to prepare production reports, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, budget requests, work orders, RC-3 Form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, to supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, and the general public.

#### **Environmental Adaptability**

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

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

		CURRENT CL	ASSIFICATION		
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
14001	Empl	loyee Services Specialist	Human Resources	Non-Exempt	4A
		PROPOSED REVIS	ED CLASSIFICATION		
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
14001	Empl	loyee Services Specialist	Human Resources	Non-Exempt	4A
Requested By:		Personnel Review Commissi	on		
Rationale:	0.1.1				•
made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A Technology Requirement					
	section was added. No change to pay grade or FLSA status.				
No. of Employe	ees	Two (2)			
Affected:					
Dept.(s) Affect	ed:	Human Resources			
Fiscal Impact:		None			
Staffing		None			
Implications:					
PRC Contact(s):	•	Verona Blonde, Classification	n and Compensation	n Specialist	
	-	Albert Bouchahine, Manage		•	
		, , ,			

Human Resources	Date of Contact:	Type of Contact:	Reason:
and Management			
Contact(s):			
Patrick Smock,	7/1/2021	Email	Sent draft specifications
Director of HR			for SME review
Employee Services			
Jesse Drucker, Chief			
Human Resource			
Officer			
Patrick Smock,	7/12/2021	Email	Sent reminder
Director of HR			
Employee Services			
Jesse Drucker, Chief			
Human Resource			
Officer			
Patrick Smock,	7/26/2021	Email	Answered questions
Director of HR			
Employee Services			
Jesse Drucker, Chief			
Human Resource			
Officer			
Patrick Smock,	9/1/2021	Email	Sent reminder
Director of HR			
Employee Services			
Jesse Drucker, Chief			
Human Resource			
Officer			
Jim Battigaglia,	9/15/2021	Email	Pay grade evaluation
Archer Consultant			

#### **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Employee Services Specialist	Class Number:	14001
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Human Resources		

#### **Classification Function**

The purpose of this classification is to provide a variety of data entry, troubleshooting, and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

#### **Distinguishing Characteristics**

This is an entry level classification responsible for partnering with Human Resources management staff to provide a variety of data entry, troubleshooting, and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. Positions in this class receive general supervision, and are expected to demonstrate the ability to work independently to perform the duties associated with this class. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

#### **Essential Job Functions**

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

70% +/- 10%

 Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed accurately and in compliance with established guidelines and procedures; revises incomplete or incorrect information; locates information to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.

10% +/- 5%

Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator; administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors audit and security logs; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas; assists in writing and maintaining policies and procedures.

10% +/- 5%

 Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breeches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

Effective Date: 7.26.2017

5% +/- 2%

Creates and modifies reports to support function and end user needs; researches, reviews, and
analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates
and prepares for the release of reporting information; works directly with end-users to provide reports
and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting
templates; designs, develops, publishes, and maintains dashboards.

5% +/- 2%

Works with OED & Training to assist in creating and implementing training curriculum for end-users
on new and updated ERP solutions; may provide training to other system and/or end-users; serves
as key contributor for the development of training schedule, required documentation, and knowledge
transfer; works cross-functionally with others to understand new system features or functionalities of
the system.

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

 High school diploma or equivalent and one (1) year of human resource or data entry experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and enterprise resource planning software (INFOR, SAP).

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook,
   Ohio Revised Code, and record retention guidelines.

Effective Date: 7.26.2017

#### **Employee Services Specialist**

- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, and the general public.

#### **Environmental Adaptability**

• Work is typically performed in an office environment.

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

Effective Date: 7.26.2017

	CURRENT (	CLASSIFICATION		
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19021	Fraud Auditor	Health and Human Services	Exempt	9A
	PROPOSED REV	ISED CLASSIFICATION		
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19021	Fraud Auditor	Health and Human Services	Exempt	9A
		1		
Requested By:	Personnel Review Commis	sion		
Rationale:  PRC routine maintenance. Classification last revised in 2017. Updates wer made to the distinguishing characteristics, essential job functions, minimum			s, minimum	
qualifications, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA statu				
	requirements section was added. No change to pay grade of 1 LSA status.			
No. of Employee	No. of Employees Two (2)			
Affected:				
Dept.(s) Affected	d: Health and Human Service	S		
Fiscal Impact:	None			
Staffing	None			
Implications:				
PRC Contact(s):	Verona Blonde, Classificati	on and Compensation	n Specialist	
	Albert Bouchahine, Manag	·	-	ı

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Arnell Hunt, HHS	7/27/2021	Email	Questions sent to SME
Client Support Services			
Administrator			
Arnell Hunt, HHS	8/4/2021	Email	Reminder
Client Support			
Services			
Administrator			
Arnell Hunt, HHS	8/13/2021	Email	Reminder
Client Support			
Services			
Administrator			
Amanda Jones,	8/23/2021	Email	Sent draft specifications
Manager			
Investigation Division			
Amanda Jones,	8/25/2021	Email	Reminder
Manager			
Investigation Division			
Jim Battigaglia,	9/15/2021	Email	Pay grade evaluation
Archer Consultant			

# **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Fraud Auditor	Class Number:	19021
FLSA:	Exempt	Pay Grade:	9A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to research, analyze, and audit potential fraud, county employee misconduct, or dereliction of duty within County Human Services Departments in compliance with local, state, and federal regulations and guidelines.

# **Distinguishing Characteristics**

This is a journey-level classification that is responsible for researching and auditing potential fraud, employee misconduct, or dereliction of duty. This classification makes recommendations for disciplinary actions, including the pursuit of restitution. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely manner and according to policies, procedures, and related regulations.

#### **Essential Job Functions**

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

75% +/- 10%

Conducts internal audits and investigations to identify potential fraud and/or possible employee
misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to
detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts
interviews of witnesses, complainants, and subjects; compiles evidence and reports to support
investigative findings; analyzes records and documentation, summarizes findings, and makes
presentations; makes recommendations for discipline based on conduct and county guidelines;
attends and testifies at Human Resource hearings and court proceedings; provides assistance to
local, state, and federal law enforcement agencies; provides investigative support during Grand Jury,
pretrial, trial, and sentencing proceedings.

10% +/- 5%

Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to
identify operational deficiencies; researches current best practices and changes in policies and
procedures; evaluates current case files, worker transactions, and department procedures and
identifies areas of inadequacy; develops and recommends improved operations, systems, policies,
and procedures for county programs for preventing fraud.

15% +/- 5%

 Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

> Effective Date: 07.26.2017 Last Modified: 07.26.2017

#### Fraud Auditor

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

• Bachelor's Degree and three (3) years of experience in paralegal, business administration, business management, auditing, investigations, or related field; or any equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

# **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), publishing software (Microsoft Publisher), and word processing software (Microsoft Word).

## **Mathematical Ability**

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

## **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including complaints, referrals, case history transactions, worker history transactions, background checks, public records, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly case summaries, monthly and yearly case charts, case exhibits, court case charts, restitution tracking chart, case support documents, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource, legal, and medical insurance terminology and language.

Effective Date: 07.26.2017 Last Modified: 07.26.2017

#### Fraud Auditor

 Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external agencies, and the general public.

# **Environmental Adaptability**

• Work is typically performed in an office environment

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

Effective Date: 07.26.2017 Last Modified: 07.26.2017

		CURRENT C	LASSIFICATION			
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade	
13021		rvisor, Employment and ly Service	Health and Human Services	Exempt	11A	
		PROPOSED REVIS	SED CLASSIFICATION	i		
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade	
13021	-	rvisor, Employment and ly Service	Health and Human Services	Exempt	11A	
			1			
Requested By:		Personnel Review Commissi	ion			
Rationale:		DDC routing maintanance (	lassification last roy	icad in 2017. Un	datas wara	
Rationale:		PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions and general formatting and language. A				
		technology requirements section was added. No change to pay grade or FLSA				
		status.				
No. of Employe Affected:	es	Fifty-Eight				
Affecteu.						
Dept.(s) Affect	- al .	Health and Human Services				
Dept.(s) Affects	eu.	nealth and numan services				
Figual Improsts		None				
Fiscal Impact:		None				
		Γ.,				
Staffing Implications:		None				
PRC Contact(s):	•	Verona Blonde, Classificatio	n and Compensation	n Specialist		
		Albert Bouchahine, Manage	·	•	l	

Human Resources	Date of Contact:	Type of Contact:	Reason:
and Management			
Contact(s):			
Kevin Gowan – CJFS	7/22/2021	Email	Review of Final Draft
Director	8/24/2021	Email	Reminder
	9/2/2021	Email	Reminder
	9/8/2021	Email	Confirmation
Jim Battigaglia,	9/15/2021	Email	Pay grade evaluation
Archer Consultant			

# **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Supervisor, Employment & Family Service	Class Number:	13021
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

# **Distinguishing Characteristics**

This is a supervisory-level classification that works under the direction of a Senior Supervisor, Employment and Family Service and is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

40% +/- 10%

• Performs eligibility determination related responsibilities; oversees completion of employment assessments: determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; provides problem solving, conflict resolution, and de-escalation assistance to staff with clients; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.

30% +/- 10%

Supervises and directs the work of EFS Specialists or 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; monitors
employees' needs for training; meets with employees individually and as a unit; recommends
personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

 Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; utilizes database systems to evaluate employee and unit effectiveness; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to

increase effectiveness and quality of unit work performance and service delivery; explains and/or documents processes for the completion of specific tasks; communicates guidelines, policies, and procedures to employees.

10% +/- 5%

 Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and conferences for professional development; attends meetings with internal staff and community partners regarding delivery of services, processes, and policies; prepares and delivers presentations and/or trainings regarding social programs to staff, contracted providers, and community groups; responds to clients' complaints and questions; completes special projects as assigned.

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

 Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

## **Physical Requirements**

 Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), departmental database software, case assignment tracking software, appointment management software, virtual communication software (Microsoft Teams), and other software as needed.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

# **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including routine reports related to case documentation, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, Collective Bargaining Agreements, and state and federal regulations.
- Ability to prepare routine reports required to document cases, state mandated reports, quality reports, corrective action plans, audit reports, performance appraisals, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical insurance and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external
  agencies and businesses, medical institutions, educational institutions, employers, protective
  services, local law enforcement, union representatives, service providers, other County employees,
  and the general public.

# **Environmental Adaptability**

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

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

		CURRENT CL	ASSIFICATION			
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade	
19022	Supe	rvisor, Investigation	Human and Health Services	Exempt	11A	
		PROPOSED REVIS	ED CLASSIFICATION	I		
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade	
19022	Supe	rvisor, Investigation	Human and Health Services	Exempt	11A	
Requested By:		Personnel Review Commissi	on			
			Classification last revised in 2017. Changes were tracteristics, essential job functions, and language			
	and formatting. A Technolo pay grade or FLSA status.			ction was added.	No change to	
	pay grade or FL3A status.					
No. of Employe	es	Two (2)				
Affected:						
Dept.(s) Affect	ed:	Human and Health Services				
Fiscal Impact:		None				
Staffing		None				
Implications:						
		T				
PRC Contact(s)	:	Verona Blonde, Classification Albert Bouchahine, Manage		•		
		Albert Boucharille, Mariage	i oi ciassification di	a compensation		

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	<u>Reason:</u>
Amanda Jones, Investigation Manager	9/1/2021	Email	Sent draft specifications for SME review
Amanda Jones, Investigation Manager	9/7/2021	Email	Sent reminder
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

# **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Supervisor, Investigation	Class Number:	19022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to supervise Investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

#### **Distinguishing Characteristics**

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. This position works under general direction of the Manager, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

#### **Essential Job Functions**

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

45% +/- 10%

Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; prepares reports for use in the evaluation and prosecution of fraud cases; acts as department liaison and coordinates with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures department processes comply with State and Federal regulations.

40% +/- 10%

• Supervises and directs the work of Investigators and Investigative Assistants; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

Performs supporting administrative responsibilities; prepares various related reports, records, and
other documents; responds to emails and phone calls; attends various trainings and meetings;
prepares monthly productivity report; prepares, reviews, and sends reports to the State; provides
service to members of the public and other agencies by responding to requests for information,
service or appropriate referral; attends quarterly state fraud control meetings.

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

Bachelor's degree in business administration, criminal justice, or a related field, and three (3) years
of public assistance eligibility determination or investigations experience; or any equivalent
combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

## **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and case management 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 other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, State
  Hearing and Compliance reports, claims management reports, subpoenas, investigation reports,
  prosecution reports, wage verification reports, notices, and other reports and records.

#### Supervisor, Investigation

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook,, CJFS Manual, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Administrative Hearing Handbook, bankruptcy laws, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) 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 persuade and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting, and related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

#### **Environmental Adaptability**

• Work is typically performed in an office environment, in the field, and in clients' homes.

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	Class	ification Title	Department	FLSA Status	Pay Grade
10031	Supe	rvisor, Mail Room	Public Works	Non-Exempt	4A
		PROPOSED RE	VISED CLASSIFICATIO	N	
Class Number	Class	ification Title	Department	FLSA Status	Pay Grade
10031	Supe	rvisor, Mail Room	Public Works	Non-Exempt	4A
Requested By:		Personnel Review Commi	ssion		
Rationale:		PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, environmental adaptability, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.			
No. of Employe					
Dept.(s) Affecte	Dept.(s) Affected: Public Works				
Fiscal Impact:	Fiscal Impact: None				
•		1			
Staffing Implications:		None			
PRC Contact(s):	<u> </u>	Verona Blonde, Classifica Albert Bouchahine, Mana			

Human Resources and Management	Date of Contact:	Type of Contact:	Reason:
Contact(s):			
Nichole English,	7/21/2021	Email	Sent questions
Planning & Program			
Administrator			
Nichole English,	8/5/2021	Email	Sent draft specifications
Planning & Program			for SME review
Administrator			
Jim Battigaglia,	8/24/2021	Email	Pay grade evaluation
Archer Consultant			
Jim Battigaglia,	9/9/2021	Email	Pay grade evaluation
Archer Consultant			reminder

# **CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

Class Title:	Supervisor, Mail Room	Class Number:	10031
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works		

#### **Classification Function**

The purpose of this position is to direct and guide Mail Clerks in the compilation and dissemination of the mail to various County departments.

# **Distinguishing Characteristics**

This is a supervisor-level classification responsible for the supervision of Mail Clerks. This class works under the direction from the Senior Supervisor, Mail Room and performs duties within a framework of policies, procedures, and regulations. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

75% +/- 10%

Coordinates mail room operations; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; maintains supplies, office inventory, and office equipment for mail room; responds to routine inquiries and customer concerns; ensures that all mail is received, processed, and delivered; confirms all drive and walk routes are complete; pick up and drop off daily mail to the post office; update building directories; ensures projects with specials handling needs are met.

25% +/- 10%

• Supervises and directs the work of Mail Clerks in the distribution of County mail to the various departments; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

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

- High school diploma or equivalent with two (2) years of mail processing or delivery experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for prolonged periods of time, ability to lift, push, and pull up to50 pounds, and ability to bend and twist.

### **Technology Requirements**

 Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

# **Supervisory Responsibilities**

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

## **Mathematical Ability**

Ability to add, subtract, multiply, 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 review a variety of informational documents including request for leave, medical/patient records, personal checks, meter readouts, floor plans, billing invoices, vehicle maintenance report, delivery schedules, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, log sheets, meter processing report, mileage report, time
  adjustments form, 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 & influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.

## Supervisor, Mail Room

 Ability to communicate effectively with employees, customers, supervisors, outside agencies, county employees, and the general public.

# **Environmental Adaptability**

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to temperature extremes, wetness, and humidity.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
10061	Identification Technician	Sheriff's Department	Non-Exempt	4A

Requested By:	Personnel Review Commission
Rationale:	Position was identified as being a CWA bargaining unit position in the Sheriff's
	Department and should be removed from the class plan.
No. of Employees	None
Affected:	
7 iii Coccui	
Dept.(s) Affected:	Sheriff's Department
Dept.(3) Affected.	Sheriir 3 Department
Fiscal Impact:	None
riscai illipact:	Notice
Ctoffing Implications	Nana
Staffing Implications:	None
DD0.0/.)	V
PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist
	Albert Bouchahine, Manager of Classification and Compensation
	1
Human Resources	Kimberley Coleman, Manager, Human Resources
Contact(s):	Latanya Jackson-Williams, Talent Acquisition and Employment Specialist
Management	N/A
Contact(s):	

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Identification Technician	Class Number:	10061
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

#### **Classification Function**

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

# **Distinguishing Characteristics**

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

#### **Essential Job Functions**

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

40% +/- 10%

 Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; backs-up system; collects fees for lost, stolen, damaged ID badges.

20% +/- 10%

 Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.

10% +/- 5%

 Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.

10% +/- 5%

 Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.

20% +/- 10%

 Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

# Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of clerical experience; or any equivalent combination of training and experience.

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

## Additional Requirements for all levels

No special license or certification is required.

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

## **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 30 pounds

#### **Mathematical Ability**

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

#### **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 and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with managers, supervisors, elected officials, and other County employees and the general public.

## **Identification Technician**

# **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 EXHIBIT A

Class Title:	Chief Investigator – Sheriff's Department	Class Number:	12361
FLSA:	Exempt	Pay Grade:	13A
Dept:	Sheriff's Department		

#### **Classification Function**

The purpose of this classification is to plan, coordinate, and supervise the Cuyahoga County Major Crimes Task Force.

# **Distinguishing Characteristics**

This is a first-level supervisor classification that is responsible for planning and coordinating the activities of the Cuyahoga County Major Crimes Task Force investigating crimes including money laundering, drug investigations, human trafficking, organized crime, and financial crime. This classification supervises the work of personnel from multiple law enforcement agencies assigned to the task force. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to overseeing the task force. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

45% +/- 10%

• Plans, coordinates, supervises, and participates in task force investigations in compliance with local, state, and federal laws, regulations, and department protocol; reviews information received to determine possible criminal activity, validity of information, and appropriate jurisdiction; participates in determining appropriate investigative direction and method for cases based on available information; aids in determining the connection between financial crimes and other criminal activity; prepares and/or obtains search warrants, arrest warrants, and subpoenas; interacts with witnesses/victims/suspects/confidential informants as necessary; responds to crime scenes and investigative sites; recommends, updates, and implements unit procedures, policies, objectives, and goals; develops case files and maintains logs; reviews and prepares various reports and documents relating to investigations work.

25% +/- 10%

• Supervises and directs the work of assigned staff from multiple law enforcement agencies assigned to the task force; 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.

Effective Date:

15% +/- 5%

• Communicates and coordinates with a variety of financial institutions, federal and state-level prosecutors, members of the public, consultants, external partner agencies (i.e., police departments), County agencies, and related businesses to facilitate investigations; coordinates on joint operations requiring the assistance of other law enforcement agencies; gives lectures on financial crimes to industry and government partners.

10% +/- 5%

 Oversees the handling of county and task force property, criminal evidence, and civil forfeitures; ensures proper use, maintenance, and documentation of equipment used during operations; takes temporary custody of criminal evidence and civil forfeitures; completes documentation and process to transfer evidence and civil forfeitures to appropriate entity.

5% +/- 2%

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

# Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business, criminal justice, or related field with five (5) years of criminal investigations or financial crime investigations experience including (3) years of relevant supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

## **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of automated office machines and equipment including a computer, tablet, and multifunction printer.

#### **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.

# Chief Investigator - Sheriff's Department

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

## **Technology Requirements**

 Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and forensic accounting software.

# **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including overtime usage reports, attendance records, vehicle maintenance and fuel reports, and confidential funds reports.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, state, and federal statutes relevant to money laundering, criminal statutes, civil forfeiture laws, and relevant case law.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, task force annual summary reports, monthly case update reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, employees, department management, federal and local law enforcement, and external business and organization partners.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and occasionally on site at crimes scenes and investigative sites.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness
  and humidity, animals or wildlife, disease and bodily fluids, violence, bright/dim lights, and noise
  extremes.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT B

Class Title:	Administrator, Program Officer	Class Number:	10145
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to support the program planning and evaluation process for all County Health and Human Service (HHS) agencies, manage contract development and monitoring duties, and monitor vendor contract compliance and performance.

#### **Distinguishing Characteristics**

This is a senior management level classification with responsibility for supporting the program planning and evaluation process for all County HHS agencies, managing contract development and monitoring duties, and monitoring vendor contract compliance and performance. This position works under general supervision of an Administrator, Social Program 5. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning and evaluation and contract development and monitoring. The incumbent exercises discretion in resolving issues within applicable policies and procedure and 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.

20% +/- 10%

• Supports program planning for all County HHS agencies; Researches best practices for new programming across all HHS agencies; identifies client needs to be addressed by new or existing programming in coordination with HHS agencies; stays apprised of state/federal code or policy changes affecting existing programming; coordinates with the agency/department to develop a model of care and a scope of work for new programming to address client needs; completes research on current programming to compare how a program is performing against other comparable programs and benchmarks; evaluates the impact of any proposed changes to programming to determine the feasibility of implementation; recommends contract amendments for existing programming based on best practice research; develops plans for implementing any changes to existing programs.

20% +/- 10%

• Monitors vendor contract compliance and performance; develops compliance tools for tracking vendor contract compliance; develops report templates for vendors to provide information on performance benchmarks; oversees vendor compliance review process by assembling team, conducting site visits, and completing reporting; analyzes reports for vendor compliance and performance benchmarks to determine non-compliant or underperforming vendors; analyzes performance and develops corrective action or improvement plans for non-compliant or low performing vendors; monitors vendor performance to see effects of corrective action or performance improvement plan; reviews vendor case files to ensure there is evidence of service delivery; provides informal training to vendors on technical aspects of the process.

20% +/- 10%

Supervises and directs the work of 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 employee training needs; meets with
employees individually and as a unit; recommends personnel actions including selection, promotion,
transfer, discipline, or discharge.

20% +/- 10%

 Facilitates technical aspects of the procurement process for programming; develops a Request for Proposals (RFP) for new programming based on the scope of work in coordination with the issuing agency and the fiscal and law departments; compiles a list of potential vendors based on research; coordinates RFP activity with Department of Purchasing; conducts a pre-bid conference to present the RFP and answer questions from potential vendors; leads the proposal review process; makes recommendations for contract awards based on the proposal review process and presents recommendations to Council or the Board of Control.

10% +/- 5%

Manages and monitors program contracts; works with the recommended vendor to develop a
contract, proposed budget, and program design; coordinates with the law department on contract
language; coordinates contract meeting with the agency and the provider regarding the contract,
services, performance outcomes, and reporting expectations; monitors contract expenditures and
length of contract.

10% +/- 5%

 Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; completes and oversees data entry into various systems; prepares correspondence and performance reports; provides internal and external training on programs and services.

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

Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

# **Technology Requirements**

 Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and presentation software (Microsoft PowerPoint).

### **Supervisory Responsibilities**

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

# **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistical calculations, apply algebraic formulas, and interpret advanced statistics.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people
  deciding the time, sequence of operations or events within the context of a process, system, or
  organization. Involves determining the necessity for revising goals, objectives, policies, procedures,
  or functions based on the analysis of data/information and includes performance reviews pertinent to
  objectives, functions, and requirements..
- Ability to comprehend a variety of informational documents including reports (i.e., performance reports, monthly and quarterly vendor reports, statistical reports), site visit checklists, quality improvement plans, vendor proposals, case file review forms and summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, the Cuyahoga County Employee Handbook, Cuyahoga County Charter, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.
- Ability to prepare statistical reports, reports (i.e., performance reports, utilization reports, year-end reports), monthly and quarterly vendor report templates, case file review forms and summaries, RFP proposal review score sheets and rubrics; contracting monitoring templates, RFPs, project plans, presentations, contracted statements of work, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and basic accounting terminology and language.

## Administrator, Program Officer

• Ability to communicate with staff, co-workers, supervisor, upper management, other County employees, contract providers and vendors, County Executive, and Board of Control.

# **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 EXHIBIT C

Class Title:	Administrator, Records Management	Class Number:	10124
FLSA:	Exempt	Pay Grade:	11A
Dept:	All Departments		

#### **Classification Function**

The purpose of this classification is to manage, develop, plan, and organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency related records. This classification is also responsible for overseeing the scanning and indexing of documents into the agency's Electronic Document Management System.

#### **Distinguishing Characteristics**

This is a management level classification with responsibility for planning, directing, and managing the collection, storage, and retrieval of historical and current County records. The employee works within a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

50% +/- 10%

• Manages the system of electronic and physical data collection and storage of confidential client records or Agency records; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends and adheres to record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials, or private agencies; coordinates work with other divisions, departments, and/or government jurisdictions; completes data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use.

30% +/- 10%

Supervises clerical supervisors, records management officers, 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 employee
training needs; meets with employees individually and as a unit; recommends personnel actions
including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

Processes confidential or more complex public record requests; logs requests made; scans
documents into imaging systems; sends record to requestor or notifies them where the document
can be viewed online.

10% +/- 5%

 Performs supporting administrative duties; compiles and prepares special reports, productivity reports, and department statistics; orders supplies and equipment; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assists and processes record requests or journal entry requests.

# Minimum Training and Experience Required to Perform Essential Job Functions

 Bachelor's degree in records management, management information systems, or business administration or related field with two (2) years of archival or records management experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

## **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

## **Supervisory Responsibilities**

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

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

#### **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 daily and weekly reports, time sheets, performance evaluations, record requests, and various departmental or agency specific reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, union contracts, Ohio Revised Code Section 149, Ohio Sunshine Laws, Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees, and the general public.

#### **Environmental Adaptability**

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT D

Class Title:	Administrator, Senior Records Management	Class Number:	10125
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

#### **Classification Function**

The purpose of this classification is to administer the operations of the Cuyahoga County Archives and supervise records management staff.

# **Distinguishing Characteristics**

This is a management level classification with responsibility for directing the activities of the County Archives within the Department of Public Works. This position oversees the operations and promotes the efficiencies of the department, develops and incorporates process improvements, and ensures that activities meet time and quality objectives.

#### **Essential Job Functions**

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

50% +/- 10%

• Manages the collection, storage, and retrieval of Cuyahoga County Archives records; controls distribution of records; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC) based upon administrative, legal, and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society regarding records maintenance procedures; implements records retention and maintenance schedules; provides advice and consultation on records systems to County department administrators, local government officials, or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; assists in the reference area and completes records requests; prepares written responses to researchers regarding their records requests; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for determining records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures; contacts County departments that have boxed documents for destruction; completes the RC-3 records destruction form.

25% +/- 10%

• Supervises and directs the work of senior and regular records management officers, interns, volunteers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

Performs supporting administrative duties; prepares special reports; gives presentations to students
and various organizations about the Archives holdings; recommends approval of vendor invoices;
presents at outreach events; approves staff payroll and task codes; completes indirect cost plan;
prepares for semi-annual records commission meetings, chairs meetings, and prepares resolutions
and minutes.

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

- Bachelor's Degree in records management, management information systems, business administration, or a related field with six (6) years of archival or records management experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and microfilm/microfiche reader.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

> Effective Date: 2003 Last Modified: 10.11.2018

#### **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 time sheets, billing invoices, research requests, task code reports, costing sheets, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio History Connection, Ohio Revised Code Section 149, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.
- Ability to prepare production reports, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, budget requests, work orders, RC-3 Form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, to supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, and the general public.

#### **Environmental Adaptability**

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

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

Effective Date: 2003 Last Modified: 10.11.2018

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT E

Class Title:	Employee Services Specialist	Class Number:	14001
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Human Resources		

#### **Classification Function**

The purpose of this classification is to provide a variety of data entry, troubleshooting, and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

#### **Distinguishing Characteristics**

This is an entry level classification responsible for partnering with Human Resources management staff to provide a variety of data entry, troubleshooting, and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. Positions in this class receive general supervision, and are expected to demonstrate the ability to work independently to perform the duties associated with this class. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

#### **Essential Job Functions**

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

70% +/- 10%

 Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed accurately and in compliance with established guidelines and procedures; revises incomplete or incorrect information; locates information to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.

10% +/- 5%

Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator; administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors audit and security logs; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas; assists in writing and maintaining policies and procedures.

10% +/- 5%

 Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breeches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

Effective Date: 7.26.2017

5% +/- 2%

Creates and modifies reports to support function and end user needs; researches, reviews, and
analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates
and prepares for the release of reporting information; works directly with end-users to provide reports
and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting
templates; designs, develops, publishes, and maintains dashboards.

5% +/- 2%

Works with OED & Training to assist in creating and implementing training curriculum for end-users
on new and updated ERP solutions; may provide training to other system and/or end-users; serves
as key contributor for the development of training schedule, required documentation, and knowledge
transfer; works cross-functionally with others to understand new system features or functionalities of
the system.

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

 High school diploma or equivalent and one (1) year of human resource or data entry experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and enterprise resource planning software (INFOR, SAP).

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook,
   Ohio Revised Code, and record retention guidelines.

Effective Date: 7.26.2017

#### **Employee Services Specialist**

- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, and the general public.

#### **Environmental Adaptability**

• Work is typically performed in an office environment.

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

Effective Date: 7.26.2017

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT F

Class Title:	Fraud Auditor	Class Number:	19021
FLSA:	Exempt	Pay Grade:	9A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to research, analyze, and audit potential fraud, county employee misconduct, or dereliction of duty within County Human Services Departments in compliance with local, state, and federal regulations and guidelines.

#### **Distinguishing Characteristics**

This is a journey-level classification that is responsible for researching and auditing potential fraud, employee misconduct, or dereliction of duty. This classification makes recommendations for disciplinary actions, including the pursuit of restitution. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely manner and according to policies, procedures, and related regulations.

#### **Essential Job Functions**

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

75% +/- 10%

• Conducts internal audits and investigations to identify potential fraud and/or possible employee misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts interviews of witnesses, complainants, and subjects; compiles evidence and reports to support investigative findings; analyzes records and documentation, summarizes findings, and makes presentations; makes recommendations for discipline based on conduct and county guidelines; attends and testifies at Human Resource hearings and court proceedings; provides assistance to local, state, and federal law enforcement agencies; provides investigative support during Grand Jury, pretrial, trial, and sentencing proceedings.

10% +/- 5%

Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to
identify operational deficiencies; researches current best practices and changes in policies and
procedures; evaluates current case files, worker transactions, and department procedures and
identifies areas of inadequacy; develops and recommends improved operations, systems, policies,
and procedures for county programs for preventing fraud.

15% +/- 5%

 Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

> Effective Date: 07.26.2017 Last Modified: 07.26.2017

#### Fraud Auditor

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

 Bachelor's Degree and three (3) years of experience in paralegal, business administration, business management, auditing, investigations, or related field; or any equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), publishing software (Microsoft Publisher), and word processing software (Microsoft Word).

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including complaints, referrals, case history transactions, worker history transactions, background checks, public records, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly case summaries, monthly and yearly case charts, case exhibits, court case charts, restitution tracking chart, case support documents, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource, legal, and medical insurance terminology and language.

Effective Date: 07.26.2017 Last Modified: 07.26.2017

#### Fraud Auditor

 Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external agencies, and the general public.

#### **Environmental Adaptability**

• Work is typically performed in an office environment

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

Effective Date: 07.26.2017 Last Modified: 07.26.2017

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT G

Class Title:	Supervisor, Employment & Family Service	Class Number:	13021
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

#### **Distinguishing Characteristics**

This is a supervisory-level classification that works under the direction of a Senior Supervisor, Employment and Family Service and is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

40% +/- 10%

• Performs eligibility determination related responsibilities; oversees completion of employment assessments: determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; provides problem solving, conflict resolution, and de-escalation assistance to staff with clients; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.

30% +/- 10%

Supervises and directs the work of EFS Specialists or 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; monitors
employees' needs for training; meets with employees individually and as a unit; recommends
personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

 Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; utilizes database systems to evaluate employee and unit effectiveness; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to

> Effective Date: 2005 Last Modified: 09.28.2017

increase effectiveness and quality of unit work performance and service delivery; explains and/or documents processes for the completion of specific tasks; communicates guidelines, policies, and procedures to employees.

10% +/- 5%

 Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and conferences for professional development; attends meetings with internal staff and community partners regarding delivery of services, processes, and policies; prepares and delivers presentations and/or trainings regarding social programs to staff, contracted providers, and community groups; responds to clients' complaints and questions; completes special projects as assigned.

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

 Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination experience; or an equivalent combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), departmental database software, case assignment tracking software, appointment management software, virtual communication software (Microsoft Teams), and other software as needed.

#### **Supervisory Responsibilities**

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

Effective Date: 2005 Last Modified: 09.28.2017

#### **Mathematical Ability**

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including routine reports related to case documentation, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, Collective Bargaining Agreements, and state and federal regulations.
- Ability to prepare routine reports required to document cases, state mandated reports, quality reports, corrective action plans, audit reports, performance appraisals, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical insurance and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external
  agencies and businesses, medical institutions, educational institutions, employers, protective
  services, local law enforcement, union representatives, service providers, other County employees,
  and the general public.

#### **Environmental Adaptability**

• Work is typically performed in an office environment and occasional site visits.

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

Effective Date: 2005 Last Modified: 09.28.2017

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT H

Class Title:	Supervisor, Investigation	Class Number:	19022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

#### **Classification Function**

The purpose of this classification is to supervise Investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

#### **Distinguishing Characteristics**

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. This position works under general direction of the Manager, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

#### **Essential Job Functions**

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

45% +/- 10%

Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; prepares reports for use in the evaluation and prosecution of fraud cases; acts as department liaison and coordinates with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures department processes comply with State and Federal regulations.

40% +/- 10%

• Supervises and directs the work of Investigators and Investigative Assistants; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

Performs supporting administrative responsibilities; prepares various related reports, records, and
other documents; responds to emails and phone calls; attends various trainings and meetings;
prepares monthly productivity report; prepares, reviews, and sends reports to the State; provides
service to members of the public and other agencies by responding to requests for information,
service or appropriate referral; attends quarterly state fraud control meetings.

Effective Date: 1993 Last Modified: 05.24.2017

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

Bachelor's degree in business administration, criminal justice, or a related field, and three (3) years
of public assistance eligibility determination or investigations experience; or any equivalent
combination of education, training, and experience.

#### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

 Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

 Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and case management 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 other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, State
  Hearing and Compliance reports, claims management reports, subpoenas, investigation reports,
  prosecution reports, wage verification reports, notices, and other reports and records.

Effective Date: 1993 Last Modified: 05.24.2017

#### Supervisor, Investigation

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook,, CJFS Manual, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Administrative Hearing Handbook, bankruptcy laws, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) 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 persuade and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting, and related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

#### **Environmental Adaptability**

• Work is typically performed in an office environment, in the field, and in clients' homes.

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

Effective Date: 1993 Last Modified: 05.24.2017

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT I

Class Title:	Supervisor, Mail Room	Class Number:	10031
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works		

#### **Classification Function**

The purpose of this position is to direct and guide Mail Clerks in the compilation and dissemination of the mail to various County departments.

#### **Distinguishing Characteristics**

This is a supervisor-level classification responsible for the supervision of Mail Clerks. This class works under the direction from the Senior Supervisor, Mail Room and performs duties within a framework of policies, procedures, and regulations. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.

#### **Essential Job Functions**

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

75% +/- 10%

Coordinates mail room operations; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; maintains supplies, office inventory, and office equipment for mail room; responds to routine inquiries and customer concerns; ensures that all mail is received, processed, and delivered; confirms all drive and walk routes are complete; pick up and drop off daily mail to the post office; update building directories; ensures projects with specials handling needs are met.

25% +/- 10%

• Supervises and directs the work of Mail Clerks in the distribution of County mail to the various departments; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

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

- High school diploma or equivalent with two (2) years of mail processing or delivery experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

#### **Additional Requirements**

No special license or certification is required.

Effective Date: 1995 Last Modified: 10.13.2016

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for prolonged periods of time, ability to lift, push, and pull up to50 pounds, and ability to bend and twist.

#### **Technology Requirements**

 Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

Ability to add, subtract, multiply, 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 review a variety of informational documents including request for leave, medical/patient records, personal checks, meter readouts, floor plans, billing invoices, vehicle maintenance report, delivery schedules, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, log sheets, meter processing report, mileage report, time
  adjustments form, 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 & influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.

Effective Date: 1995 Last Modified: 10.13.2016

#### Supervisor, Mail Room

• Ability to communicate effectively with employees, customers, supervisors, outside agencies, county employees, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to temperature extremes, wetness, and humidity.

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

Effective Date: 1995 Last Modified: 10.13.2016

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT J

Class Title:	Identification Technician	Class Number:	10061
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

#### **Classification Function**

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

#### **Distinguishing Characteristics**

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

#### **Essential Job Functions**

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

40% +/- 10%

 Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; backs-up system; collects fees for lost, stolen, damaged ID badges.

20% +/- 10%

 Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.

10% +/- 5%

 Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.

10% +/- 5%

 Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.

> Effective Date: 2004 Last Modified: 05.24.2017

20% +/- 10%

 Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

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

High school diploma or equivalent with one year of clerical experience; or any equivalent combination of training and experience.

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

#### Additional Requirements for all levels

No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 30 pounds

#### **Mathematical Ability**

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

#### **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 and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with managers, supervisors, elected officials, and other County employees and the general public.

Effective Date: 2004 Last Modified: 05.24.2017

#### **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.

Effective Date: 2004 Last Modified: 05.24.2017

### Posted on 9/30/2021.

Job Title	Classification	Current	RECOMMENDED	Department	Rationale
	<u>Number</u>	<u>Pay</u>	PAY GRADE		
		Grade & FLSA	<u>&amp; FLSA</u>		
<u>NEW</u>					
Chief Investigator –	12361	13A Exempt	N/A	Sheriff	This is a new classification requested by the Sheriff's Department based on department need. The
Sheriff's Department					classification reflects the essential functions and minimum qualifications of the position.
REVISED					
Administrator, Program	10145	14A Exempt	14A Exempt	Health and	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification
Officer			(No Change)	Human	function, distinguishing characteristics, essential job functions, level of data analysis, and general
				Services	formatting and language. A technology requirements section was added. No change to pay grade or
					FLSA status.
Administrator, Records	10124	11A Exempt	11A Exempt	All	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job
Management			(No Change)	Departments	functions, level of data analysis, and general formatting and language. A technology requirements
					section was added. No change to pay grade or FLSA status.
Administrator, Senior	10125	12A Exempt	12A Exempt	All	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification
Records Management			(No Change)	Departments	function, distinguishing characteristics, essential job functions, minimum qualifications, level of data
					analysis, and general formatting and language. A technology requirements section was added. No
					change to pay grade or FLSA status.
Employee Services	14001	4A Non-Exempt	4A Non-Exempt	Human	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing
Specialist			(No Change)	Resources	characteristics, essential job functions, minimum qualifications, and language and formatting. A
					Technology Requirements section was added. No change to pay grade or FLSA status.
Fraud Auditor	19021	9A Exempt	9A Exempt	Health and	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing
			(No Change)	Human	characteristics, essential job functions, minimum qualifications, and general formatting and language.
				Services	A technology requirements section was added. No change to pay grade or FLSA status.
Supervisor, Employment	13021	11A Exempt	11A Exempt	Health and	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job
and Family Service			(No Change)	Human	functions and general formatting and language. A technology requirements section was added. No
				Services	change to pay grade or FLSA status.

Supervisor, Investigation	19022	11A Exempt	11A Exempt	Health and	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing
			(No Change)	Human	characteristics, essential job functions, and language and formatting. A Technology Requirements
				Services	section was added. No change to pay grade or FLSA status.
Supervisor, Mail Room	10031	4A Non-Exempt	4A Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing
			(No Change)		characteristics, essential job functions, physical requirements, environmental adaptability, and
					language and formatting. A Technology Requirements section was added. No change to pay grade or
					FLSA status.

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Identification Technician 10061	4A Non-Exempt	Sheriff	Position was identified as being a CWA bargaining unit position in the Sheriff's Department and
			should be removed from the class plan.

### County Council of Cuyahoga County, Ohio

### Resolution No. R2021-0242

Sponsored by: County Executive	A Resolution confirming the County
Budish	Executive's appointment of the Honorable
	Mayor Annette Blackwell to serve on the
	Cuyahoga County Citizens' Advisory
	Council on Equity for unexpired term
	ending 7/14/2022 and declaring the
	necessity that this Resolution become
	immediately effective.

WHEREAS, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the "Equity Ordinance"), which established the County Equity Commission and the Citizens' Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

WHEREAS, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens' Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens' Advisory Council on Equity to three-year terms; and

**WHEREAS**, County Executive has nominated Annette Blackwell (replacing Danielle Sydnor) to serve on the Cuyahoga County Citizens' Advisory Council on Equity, for the unexpired term ending 7/14/2022.

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, 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 provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Annette Blackwell (replacing Danielle Sydnor) to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the unexpired term ending 7/14/2022.

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

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

On a motion by was duly adopted.	seconded by	, the foregoi	ng Resolution
Yeas:			
Nays:			
	County Cou	uncil President	Date
	Clerk of Co	ouncil	Date

First Reading/Referred to Committee: October 26, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity
Journal
. 2021

Armond Budish
Cuyahoga County Executive

October 15, 2021

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

Re: <u>Cuyahoga County Citizens' Advisory Council on Equity</u>

Dear President Jones:

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nomination for appointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Annette Blackwell,** unexpired term ending 7/14/2022
  - o Replacing Danielle Sydnor
  - o Currently resides in Maple Heights (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 48 candidates on file for this position.

Thank you for your consideration of these appointments. 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

On January 6, 2016, Mayor Blackwell was sworn in as the City of Maple Heights' 16th Mayor, the first female and first African-American in the City's 100-year history. She is also the City's Safety Director.

#### **Professional Experience**

Mayor Annette Blackwell is a very successful business professional and her previous employers include:

- KeyBank
- University Hospitals of Cleveland
- Deloitte
- Ryan International Tax Services

She ended her 16 years as a Senior Commercial Property Tax Analyst and Co-Leader of the Black Employee Network (BEN) at Deloitte and Ryan Global Tax Services where she was also a United States India Liaison when she won the election.

#### **Board Memberships**

- The First Suburbs Consortium
- Suburban Water Council of Governments
- Northeast Ohio Areawide Coordinating Agency (NOACA)
- Executive Committee of the Cuyahoga County Democratic Party
- Cuyahoga County Mayors & City Managers Association
- First Ring Schools Superintendents' and Mayors' Collaborative
- Secretary for the Regional Income Tax Agency (RITA)
- Cuyahoga County Community College Council for Community Access
- Cuyahoga County Council's Community Reinvestment Subcommittee
- Northeast Ohio Arts + Culture Caucus
- MyCom Saving Our Daughters/Saving Our Cinderellas Celebrity Godparent
- Black Women's Political Action Committee (BWPAC)

#### Honors

- Maple Heights City Schools Pathfinder Award
- National Action Network of Greater Cleveland Humanitarian Warrior of Justice & Leadership Award
- The Ohio State Coalition of the National Council of Negro Women, Inc. Distinguished Community Leader Award
- Cuyahoga Community College Women in Transition Program (WIT) Outstanding Leadership Award
- Northeast Ohio Young Black Democrats (NEOYBD) Woman of Vision Award
- Ursuline College's Sister Diana Stano Leadership Award
- Villa Angela St. Joseph High School, Hall of Fame

#### Education

- The Ohio State University, John Glenn College of Public Affairs, Ohio Public Leadership Academy
- Cleveland State University, Ohio Certified Public Manager @ The Center for Public & Nonprofit Management
- Ursuline College (BA) Public Relations/Corporate Communications, Pepper Pike, Ohio
- Indiana Wesleyan University, Independence, Ohio (ASB)
- Cleveland Leadership Center's Civic Leadership Institute

	ntreras Cleveland	ster Solon .	Vitt Sheffield Lake	x Brecksville	ailey Shaker Heights	an Jones Cleveland	erson Cleveland	Marsha Mockabee Cleveland	ashid Bay Village	Janterria Matthews Euclid	aird Shaker Heights	rlor Cleveland	Randall McShepard Beachwood	iz Cleveland	tokes Euclid	aruso Beachwood	Chalker Lakewood	Caviness Mayfield Heights	
Cuyahoga County Citizens' Advisory Council on Equity	Jenice Co	Alaina Fo	Brianna V	Anne Lau	Layisha B	Councilm	Sonia Em	Marsha N	Melaak R	Janterria	Nichole L	Eddie Tay	Randall N	Victor Rui	Cordell St	Joshua Ca	Kenneth	Stephen (	Hahaahah Bashaad
	Cuyahoga County Citizens' Advisory Council on Equity	Carlobon County Citizant Advisor, County																	

June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	India Lee	Cleveland
June 16th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Heidi Gullett	Cleveland
June 17th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Danielle Sydnor	Shaker Heights
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Sheila Wright	East Cleveland
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Margaret Stanard	Rocky River
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Norreen Owen Thomas	Parma Heights
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Michael Cheselka	Cleveland
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Anthony Luke	Olmsted Township
June 21st 2020	Cuyahoga County Citizens' Advisory Council on Equity	Perry Zohos	Beachwood
June 22nd 2020	Cuyahoga County Citizens' Advisory Council on Equity	Nicholas Santilli	Rocky River
June 22nd 2020	Cuyahoga County Citizens' Advisory Council on Equity	John Peshek	Rocky River
June 23rd 2020	Cuyahoga County Citizens' Advisory Council on Equity	Ariana Johnson	Garfield Heights
June 25th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Dr. Terrence Robinson	Solon
June 30th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Frances Mills	Mayfield Heights
Nov. 30th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Elizabeth (Liz) Lazar	Cleveland
Oct. 19th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Nichole Laird	Shaker Heights
Oct. 1st 2019	Cuyahoga County Citizens' Advisory Council on Equity	Sharonda Whatley	Lakewood

Oct. 28th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Mary Ann Bradfield	Parma Heights
Oct. 29th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Wendall Garth	Maple Heights
Sept. 12th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Thomas McMillan	Shaker Heights
Sept. 25th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Ariana Johnson	Garfield Heights
Sept. 27th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Doreen Dunn-Berts	Cleveland
Sept. 27th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Rachel Balanson	Cleveland
Sept. 29th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Tiffany Tyson	Cleveland
Sept. 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid	Cleveland
Oct. 27th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Evan Bunch	Cleveland Heights
Jan. 6th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid	Bay Village
May 14th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Glen Shumate	Shaker
Oct. 12th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Annette Blackwell	Maple Heights

### County Council of Cuyahoga County, Ohio

### Resolution No. R2021-0250

Sponsored by: County Executive	A Resolution confirming the County
Budish	Executive's reappointment of various
	individuals to serve on the Cuyahoga County
	Board of Developmental Disabilities for the
	term 1/27/2022 – 1/22/2026; and declaring the
	necessity that this Resolution become
	immediately effective.

WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; and

WHEREAS, members appointed to fill a vacancy in the Cuyahoga County board of Developmental Disabilities shall service a term of four years; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026:

#### 1) Reappointments:

- a. Lisa M. Hunt
- b. Mozelle Jackson

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 provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026:

- 1) Reappointments:
  - a. Lisa M. Hunt
  - b. Mozelle Jackson

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

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

On a motion byduly adopted.	, seconded by	, the forego	oing Resolution was
Yeas:			
Nays:			
	County Counc	il President	Date
	Clerk of Counc		Date

First Reading/Referred to	Committee: November 9, 2021
Committee(s) Assigned:	Human Resources, Appointments & Equity
( )	
Journal	
	-

**Armond Budish**Cuyahoga County Executive

October 19, 2021

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

Re: <u>Cuyahoga County Board of Developmental Disabilities</u>

Dear President Jones:

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominees for reappointment to the Cuyahoga County Board of Developmental Disabilities:

- **Lisa M. Hunt,** 4-year term, 01/27/2022 01/22/2026
  - o Reappointment
  - o Currently resides in Highland Hills (Cuyahoga County)
- Mozelle Jackson, 4-year term, 01/27/2022 01/22/2026
  - o Reappointment
  - Currently resides in Solon (Cuyahoga County)

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The Board helps to establish policies to assist children and adults with developmental disabilities so they can live, learn, work and play in our community. Also, the Board and the policies it enacts, play a pivotal role in providing needed resources and assistance for families who have family members receiving services from this body.

The nominee's resumes have been attached for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are (14) candidates on file for this position.

Thank you for your consideration of these appointments. 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 County Executive



September 2, 2021

Armond Budish
Office of the County Executive
2079 East Ninth Street
Cleveland, OH 44115

Re: Cuyahoga DD Board Members – two members' terms expiring 1/27/22

Dear Mr. Budish:

I am writing concerning our seven-member DD Board and to advise you that the terms of two of our Cuyahoga County appointed members will expire on the date of our organizational meeting in January 2022. The Board members listed below have performed well, have expressed interest in serving again, and we would be pleased to have them reappointed.

- Lisa M. Hunt will complete two four-year terms and is eligible to serve a third term. She has been an active member and currently fills the role as our Board president. Ms. Hunt has a son with a developmental disability who is eligible to receive services from Cuyahoga DD.
- Mozelle T. Jackson will be completing her first four-year term and is eligible to serve again. She has a wealth of financial experience and has been invaluable in guiding our Board. Ms. Jackson's son receives supports from Cuyahoga DD, therefore she fulfills the requirement of ORC 5126.022 for appointing a member with an immediate family member eligible to receive adult services from our Board.

I have attached for your convenience the Ohio Revised Code sections pertaining to appointments to county boards of developmental disabilities. According to the ORC section 5126.025, appointments must be completed by November 30, 2021. Please let me know if we can be of assistance in the process of reappointing these valued members of our Board. Thank you.

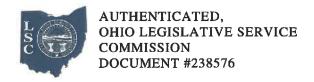
Sincerely,

Kelly A. Petty

Superintendent & CEO

cc: with attachments: Michele Pomerantz





### Ohio Revised Code

Section 5126.022 Appointment of members of county boards.

Effective: October 12, 2016

Legislation: House Bill 158 = 131st General Assembly

When making appointments to a county board of developmental disabilities, an appointing authority shall do all of the following:

- (A) Appoint only individuals who are residents of the county the appointing authority serves, citizens of the United States, and interested and knowledgeable in the field of intellectual disabilities and other allied fields;
- (B) If the appointing authority is a board of county commissioners, appoint at least two individuals who are eligible for services provided by the county board or are immediate family members of such individuals. The board of county commissioners shall, whenever possible, ensure that one of those two members is an individual eligible for adult services or an immediate family member of an individual eligible for adult services and the other is an immediate family member of an individual eligible for early intervention services or services for preschool or school-age children;
- (C) If the appointing authority is a senior probate judge, appoint at least one individual who is an immediate family member of an individual eligible for residential services or supported living;
- (D) Appoint, to the maximum extent possible, individuals who have professional training and experience in business management, finance, law, health care practice, personnel administration, or government service;
- (E) Provide for the county board's membership to reflect, as nearly as possible, the composition of the county that the county board serves.



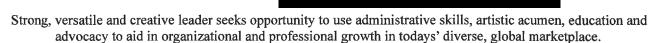
# Ohio Revised Code Section 5126.025 Time and term of appointment of members of board.

Effective: October 6, 2009

Legislation: Senate Bill 79 - 128th General Assembly

Except for members appointed under section 5126.027 of the Revised Code to fill a vacancy, members of a county board of developmental disabilities shall be appointed or reappointed not later than the last day of November, commence their terms on the date of the stated annual organizational meeting in the following January as provided under section 5126.029 of the Revised Code, and serve terms of four years. The membership of an individual appointed as an immediate family member of a recipient of services shall not be terminated because the services are no longer received.

# Lisa M. Hunt



### WORK EXPERIENCE

2017- Current C

Cleveland Hts. - University Hts. City Schools

Cleveland Heights, OH

### **Family Engagement Specialist**

Responsible for developing programs, practices and resources that build partnerships in support of CH-UH students, families and staff to increase academic success and whole child development; Coordinate family educational supports; Provide technical support and consultation around best-practices; Manage the District's Family Engagement Advisory Groups; Manage implementation of National Network of Partnership Schools; Co-Founder of FACE Collaborative a regional learning community for practitioners; Co-lead of District Equity Task Force; Minority Student Achievement Network (MSAN) District Regional Practitioners Council (RPC); Member of several District Task Forces including the Grading, Discipline, Kindergarten Readiness committees.

2009-2017

Reaching Heights

Cleveland Heights, OH

### **Assistant Director**

Managed and evaluated all k-12 parent/community engagement programs; designed and developed community collaboration teams across 12 schools; created and led parent group to build special education advocacy network to bolster equity and access; volunteer management, recruiting and recognition; website and social media manager; coordinated annual fundraisers; assist with development and grants; built essential stakeholder relationships.

2006-2009 Broadway School of Music & the Arts

Cleveland, OH

### **Dance Educator**

2009-2012

Cleveland State University

Cleveland, OH

### **Graduate Assistant – Dance Department**

Coordinated and supported campus dance activities; assisted in audition process and selection; developed and distributed promotional materials; managed communication with current and potential students; marketed dance minor; student representative for campus recruiting events; database and archive management.

Summer 2007-2009

Rainey Institute

Cleveland, OH

### **Cleveland Foundation Summer Internship**

Developed summer camp measurement protocol consisting of formative and summative assessments; using cohort of 145+ attendees captured program impact; created, administered and compiled summer camp survey data for staff, parents, counselors and camp attendees; gained 44+ hours of intensive professional development with local non-profit and business sectors.

2006-2008 Cleveland State University - Center for Health Equity

Cleveland, OH

### **Dance Coordinator**

Dance and movement facilitator for Community-based Participatory Research Modules for at-risk youth; co-presented workshops on healthy, active, adaptive behaviors with a team of social workers, physical educators, dieticians and healthcare specialists; planned community activities; recorded and presented qualitative findings and methods for sustainability.

### Administrative Assistant

2001-2003

The Lipson Group

Cleveland, OH

**EDUCATION** 

**Cornell University** 

2021 - eCornell - Diversity and Inclusion Certification

Ithaca, NY

Harvard Graduate School of Education

2019 Family Engagement in Education

Cambridge, MA

**Cleveland State University** 

2012 - M.S. Master's of Nonprofit Administration and Leadership 2009 - B.A. in Urban Studies -- Nonprofit Administration and Leadership

Cum Laude. Contemporary Dance Minor.

Cleveland, OH

ACCOMPLISHMENTS AND SKILLS

City of Cleveland Heights Social Justice and Equity Task Force - Member 2021; Cuyahoga County Board of Developmental Disabilities - Board President; Center for Creative Leadership Solutions - Equity Certification; Cleveland Hts. - University Hts.; The Institute for Educational Leaderships' (IEL) - District Leaders Network Member; National Association for Family School and Community Engagement Member; Family Engagement Leaders of Ohio (FELO) Member; CH-UH 2016 Levy Campaign; 2014-2016 CH-UH PTA Council - Vice President; National Dance Guilds' Community Arts in Education Leadership Institute (CAELI); Exceptional Children's Advocacy Group -Founder 2013; Cleveland Foundation Scholarship Selection Committee Member 2012-2017; Heights Youth Theatre - Board President 2012-2017; Google Suite; Constant Contact, Microsoft Office and social networking proficient; Dynamic public speaker; Excellent verbal and written communication; Task oriented and results driven; Excellent team member; Choreographer, dancer, film and stage actor; demonstrated creative leader.



# LISA M. HUNT

was born and raised in Cleveland, Ohio and spent over ten years in Washington DC growing as an administrator, artist and leader.

as the first Family Engagement Specialist for the CH-UH City Schools, she embraces it as a calling and is passionate about capacity-building initiatives that strengthen partnerships. Ms Hunt has enjoyed performing at Cleveland's Playhouse Square She prides herself on being a Cleveland native, and a servant leader who sees solutions and works hard to solve problems. Her understanding of leadership and a love for the study of contemporary dance was cultivated at Cleveland State University. There she received a master's in nonprofit administration and leadership (MNAL) with a minor in dance aided by numerous leaders and luminaries. Ms. Hunt believes in approaching her work artistically knowing that the arts push you past your comfort zone and requires you to see the unimaginable, and work in concert across diversity, time and space. Currently serving schools, families and communities. She appreciates collaborating and developing opportunities for learning and leading Center, Cain Park and Tri C and has presented at numerous statewide and national conferences on equity and family Guided by the belief that "faith is the substance of things hoped for and the evidence of things not seen," she is grateful for engagement. Ms. Hunt is committed to understanding and increasing awareness for diversity, equity, inclusion and justice. that faith that helped her raise two incredible sons,



Mozelle Jackson

Vice President, Chief Financial Officer and Treasurer

Make-A-Wish America

**Mozelle Jackson** is a Senior Executive with 25+ years of strategic, financial, and operational experience in a variety of industries with global

public, private and PE-owned companies. Her background includes leadership of Finance and Accounting, Operations, HR, IT, purchasing, ERM, legal, process improvement and revenue generation. Her industry experience includes manufacturing, distribution, financial technology, banking and sports and entertainment. She has had significant experience in building infrastructures for companies that allow for fast-paced growth, along with ensuring that cash flow supports company growth and investments, aligning and reporting on metrics that drive the business, M&A activity, including due diligence, integration, and identification of synergies as well as debt financing / refinancing experience.

Mozelle currently serves as the Vice President, Chief Financial Officer and Treasurer at Make-A-Wish America (National Office). Make-A-Wish operates as a Federated model with 59 Chapters across the United States. Make-A-Wish creates life-changing wishes for children with critical illnesses. She is responsible for Finance/Accounting, Strategy, Investments, Compliance, Enterprise Risk Management, Process Improvement and Facilities. Mozelle works closely with the National Office leadership team as well as with the CEOs, Operations and Finance professionals across the 59 Chapters and also works with Make-A-Wish International.

Prior to joining Make-A-Wish America, Mozelle was the Vice President of Global Finance of Diebold Nixdorf, Incorporated, a \$4.5 billion NYSE listed company (DBD) with 23,000+ employees and 100+ locations globally headquartered in North Canton, Ohio. She managed DBD's business finance, including strategic decision analysis, management reporting, board reporting, business support for all earnings and financing, cash flow management and performance analysis. Mozelle also led the finance transformation, where she was responsible for identifying and executing initiatives to become a world-class Finance organization.

Previously Mozelle served as the EVP, Chief Financial and Administrative Officer at Cavaliers Holdings, LLC, a 2,000 employee, privately held sports and entertainment company operating multiple sports properties and facilities that were ranked one of the most active venues in the world. During her 8 years at Cavaliers Holdings, LLC, she managed accounting/finance, facility operations (maintenance of all the venues, security, guest services and housekeeping), booking, legal, human resources, engagement, and inclusion, ERM, sourcing and process improvement. She partnered with the RNC Committee on arrangements to execute a flawless Republican National Convention. Mozelle led multiple financings providing cash flow flexibility to meet multiple operating priorities while balancing investment needs. She also led the improvement in fan / customer experience through Disney's Elevate Program delivered to 2,200, including 3<sup>rd</sup> party partners (police, concessionaires, parking).

Mozelle served as the Chief Financial Officer for Elyria Foundry a \$150 million PE owned firm of highly engineered gray and ductile iron castings during the tenure of 4 CEOs. She led a \$100 million bond placement, which effectively required the company to report as if a public company to its bondholders. She led the due diligence and worked closely with the PE firm on a substantial acquisition and identified synergistic cost savings opportunities post acquisition.

Mozelle's earlier roles include SVP, of Fifth Third Northeastern Ohio which had \$16 billion of assets, \$1.5 billion of net revenue and included oversight of 6 different affiliate markets. She led as President, the turnaround of a privately held plastic injection molding business managing strategy, sales, marketing, manufacturing (plastic injection molding), supply chain, finance, human resources, research and development and quality. Mozelle served Vice President, Finance at Corrpro Companies, Inc. a \$200 million NYSE global provider of corrosion control engineering services, systems, and equipment where her responsibilities included building an infrastructure that would support the fast growth of the business, due diligence and integration of acquisitions, management and SEC reporting. Mozelle began her career at Arthur Andersen in the Cleveland office.

Mozelle currently serves on the Board of Directors of The Achievement Centers for Children, Cuyahoga County Board of Developmental Disabilities and serves as the outside advisor to the Audit Committee of The Cleveland Foundation, in which role she has full voting rights.

Her formal qualifications include a BBA from Cleveland State University and a CPA.



March 22nd	Board of Developmental Disabilities	Ebony Spano	Mayfield Heights
2021			
June 12th 2020	Board of Developmental Disabilities	Ebony Spano	Cleveland
Oct. 20th 2020	Board of Developmental Disabilities	Janet Carpenter	Bay Village
Nov. 10th 2020	Board of Developmental Disabilities	Cynthia Schulz	Middleburg Heights
Nov. 10th 2020	Board of Developmental Disabilities	Steven M Licciardi	Bratenahl
Nov. 28th 2020	Board of Developmental Disabilities	Kim Thomas	Richmond Heights
Dec. 8th 2020	Board of Developmental Disabilities	Richard Montgomery	Euclid
Feb. 3rd 2021	Board of Developmental Disabilities	Shreya Modi	Orange
Feb. 4th 2021	Board of Developmental Disabilities	Alaina McCruel	Fairview Park
Feb. 5th 2021	Board of Developmental Disabilities	Pines Deborah	Solon
Feb. 15th 2021	Board of Developmental Disabilities	Jeromey Barksdale	Cleveland
March 3rd 2021	Board of Developmental Disabilities	Ebony Spano	Mayfield Heights
Sept. 23 2021	Board of Developmental Disabilities	Lisa Hunt	Highland Hills
Oct. 19th 2021	Board of Developmental Disabilities	Mozelle Jackson	Solon

# County Council of Cuyahoga County, Ohio

# Resolution No. R2021-0251

Sponsored by: County Executive	A Resolution confirming the County
Budish	Executive's appointment of Karolyn Isenhart
	to serve on the Cuyahoga Arts and Culture
Co-sponsored by: Councilmember	Board of Trustees for an unexpired term
Miller	ending 3/31/2024; and declaring the
	necessity that this Resolution become
	immediately effective.

WHEREAS, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

WHEREAS, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

WHEREAS, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to a three (3) year term; and

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

WHEREAS, the County Executive has nominated Karolyn Isenhart (replacing Gary Hanson) to be appointed to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2024; and

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

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

**SECTION 1.** The Council of Cuyahoga County hereby confirms the County Executive's appointment of Karolyn Isenhart (replacing Gary Hanson) to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2024.

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

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

On a motion by, secduly adopted.	conded by	_, the foregoing R	esolution was
Yeas:			
Nays:			
	County Council P	resident	Date
	<u> </u>		
	Clerk of Council		Date
First Reading/Referred to Committee(s) Assigned: <u>Human</u>			
Additional Sponsorship Requeste	d on the Floor: Nov	ember 9, 2021	
Journal			

November 3, 2021

Armond Budish
Cuyahoga County Executive

Pernel Jones, Jr., President Cuyahoga County Council 2079 E. Ninth Street, 8th Floor Cleveland, OH 44115

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- Karolyn Isenhart, unexpired term on 3/31/2024
  - o Replacing Gary Hanson
  - o Currently resides in Lakewood (Cuyahoga)

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, has awarded over 1,200 grants, to more than 300 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

A copy of Ms. Isenhart's resume is attached. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are six candidates on file for this position.

Thank you for your consideration of these appointments. 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
County Executive



Top Skills

Auctioneering

Marketing Communications

Marketing Management

# Karolyn Isenhart

Project Manager | Digital Events at Endeavor Business Media Greater Cleveland

# Experience

Endeavor Business Media
Project Manager | Digital Events
October 2019 - Present (2 years 2 months)

Rachel Davis Fine Arts
Associate Auctioneer
September 2001 - Present (20 years 3 months)

Big Blue Graphics Graphic Designer July 2001 - Present (20 years 5 months)

Karolyn Isenhart, Auctioneeer Auctioneer December 1998 - Present (23 years)

Conducting auctions of fine art, antiques and estates.

Conducting benefit auctions for organizations including:

Cleveland Animal Protective League Fur Ball (2009-2019)

WVIZ/ideaStream (2016, 2017)

Ruffing Montessori Gala (2016)

National Kidney Foundation-Cleveland Dining with the Stars (2015)

Friends of the Cleveland Kennel Art Fur Animals (2015)

Human Rights Campaign-Cleveland Gala (2008-2014)

One Health Organization, ArtCares and Co-auctioneer for numerous events including Regina High School and The Rock and Roll Hall of Fame and Museum.

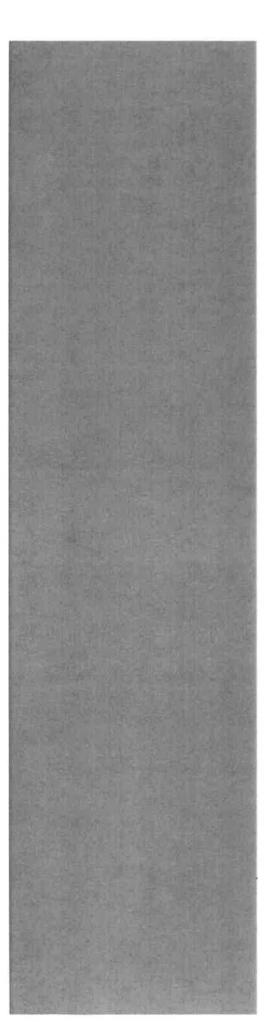
Penton

3 years 3 months

Project Manager | Digital Events
August 2016 - October 2019 (3 years 3 months)

They dead thro

Project Manager



August 2016 - October 2019 (3 years 3 months)

Xerox
Learning and Development Analyst
April 2010 - May 2016 (6 years 2 months)

Stevetson Ohun

Ulmer & Berne LLP
Marketing & Recruiting Coordinater
July 2001 - November 2008 (7 years 5 months)

Wolf's Fine Arts Auctioneers
Director of Marketing and Administration
January 1996 - May 2001 (5 years 5 months)

Rachel Davis Fine Arts Gallery Manager October 1992 - October 1995 (3 years 1 month)

Wolf's Fine Arts Auctioneers Development and Administration October 1989 - September 1992 (3 years)

# Education

Baldwin-Wallace College Bachelor of Arts, Political Science · (1984 - 1989)

Reppert School of Auctioneering Auctioneer Certificate (1997 - 1997)

Feb. 12th	Cuyahoga Arts & Culture (CAC)	Charna Sherman	Beachwood
2021			
Sept. 23 2021	Cuyahoga Arts & Culture (CAC)	Tanya Kaiser	Rocky River
Nov. 3rd 2021	Cuyahoga Arts & Culture (CAC)	Karolyn Isenhart	Lakewood
March 19th	Cuyahoga Arts & Culture (CAC)	Nancy Mendez	Cleveland
2019			
Aug. 11th	Cuyahoga Arts & Culture (CAC)	Jenita McGowan	Cleveland Heights
2020			
June 4th 2021	June 4th 2021 Cuyahoga Arts & Culture (CAC)	Omar Kurdi	Strongsville