



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 30, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:**
<https://www.youtube.com/CuyahogaCounty>

****Public comment for this meeting may be submitted in writing via email to the Assistant Deputy Clerk of Council at arjohnson@cuyahogacounty.us no later than 9:00 a.m. on Tuesday, March 30, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MARCH 16, 2021 MEETING (See Page 3)**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2021-0077: 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 5)**
 - b) R2021-0078: A Resolution reappointing Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 - 3/7/2027; and declaring the necessity that this Resolution become immediately effective. **(See Page 80)**

- c) R2021-0088: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2021 - 7/14/2024; and declaring the necessity that this Resolution become immediately effective: **(See Page 88)**

- i) Rabbi Joshua Caruso
- ii) Stephen Caviness
- iii) Marsha Mockabee
- iv) Cordell Stokes
- v) Sheila Wright

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 16, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:00 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 2, 2021 MEETING

A motion was made by Ms. Brown, seconded by Mr. Gallagher, and approved by unanimous vote to approve the minutes from the March 2, 2021 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2021-0074: A Resolution confirming the County Executive's reappointment of Gordon Friedman to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2021 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2021-0074. Discussion ensued.

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

Mr. Mark Budzar, Administrator for the Public Defender's Office, addressed the Committee regarding Resolution No. R2021-0074. Discussion ensued.

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

Mr. Gordon Friedman addressed the Committee regarding his nomination to serve on the Cuyahoga County Public Defender Commission. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Friedman 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. R2021-0074 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 10:14 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0077

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on March 3, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Administrative Hearing Officer*

Number: 19061
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Time percentages for Essential Functions were changed. An
equivalency statement was added. General formatting and
language were changed. No changes to pay grade or FLSA status.

Exhibit B: Class Title: *Chief Surveyor*
Class Number: 18083
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Time percentages for Essential Functions were changed. An
equivalency statement was added to the minimum qualifications.
Work exposure was edited in the Environmental Adaptability
section. Changes were also made to format and language. No
change to pay grade or FLSA status.

Exhibit C: Class Title: *Development Housing Specialist*
Class Number: 21021
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Added a new essential function that reflected their “Contract
Manager” status in the ERP system. Time percentages were
changed for the essential functions. Format and language were
updated. No change to the pay grade.

Exhibit D: Class Title: *Senior Supervisor, CECOMS Operations*
Class Number: 12103
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Updates were made to essential job functions, minimum training
and experience, certifications, environmental adaptability, and
general formatting and language. No changes to pay grade or
FLSA status.

Exhibit E: Class Title: *Supervisor, Administrative Hearing Officer*
Class Number: 19062
Pay Grade: 15A/Exempt
* PRC routine maintenance. Classification last revised in 2016.
The minimum qualifications were changed. One (1) year of
supervisory experience was removed, and one (1) year of law
experience was added maintaining the total years of experience
required at six (6) years. Wording and format were also changed
to better reflect work performed on the job. The percentage time
spent was also slightly changed. The pay grade increased from PG
14 to 15.

Exhibit F: Class Title: *Supervisor, CECOMS Operations*
Class Number: 12101
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Quality Assurance*
Class Number: 12102
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

Proposed Revised Classifications:

Exhibit H: Class Title: *Deputy Financial Auditor*
Class Number: 11191
Pay Grade: 13A Exempt
* The PRC created this new classification per the request of the Fiscal Department. It was never filled, and the Fiscal Department notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee March 23, 2021

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

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: March 8, 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 March 3, 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:

PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Administrative Hearing Officer 19061	13A Exempt	13A Exempt (No Change)	CJFS-Office of Child Support Services
Chief Surveyor 18083	17A Exempt	17A Exempt (No Change)	Public Works

PROPOSED REVISED CLASSIFICATIONS (Cont.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Development Housing Specialist 21021	8A Exempt	8A Exempt (No Change)	Development
Senior Supervisor, CECOMS Operations 12103	11A Exempt	11A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Administrative Hearing Officer 19062	14A Exempt	15A Exempt	CJFS-Office of Child Support Services
Supervisor, CECOMS Operations 12101	9A Exempt	9A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Quality Assurance 12102	10A Exempt	10A Exempt (No Change)	Public Safety and Justice Services

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Deputy Financial Auditor	11191	13A/Exempt	Fiscal

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
 Deborah Johnson, HR Director - Talent Management

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19061	Administrative Hearing Officer	Job and Family Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19061	Administrative Hearing Officer	CJFS-Office of Child Support Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Percentage of time on the essential functions changed. An equivalency statement was added. General formatting and language were changed. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Nine (9)
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Dept.(s) Affected:	CJFS - Office of Child Support Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Sent drafted Specifications
Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Extension for review because of holidays and people being out
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	1/28/2021	Email	Ask questions
Jim Battigaglia, Archer Consultant	2/1/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Hearing Officer	Class Number:	19061
FLSA:	Exempt	Pay Grade:	13A
Dept:	CJFS - Office of Child Support Services		

Classification Function

The purpose of this classification is to preside over administrative child support hearings and parenting time hearings with assigned parties and their representatives.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing and presiding over administrative child support hearings. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Supervisor, Administrative Hearing Officer in that the latter supervises this class and performs the more complex work of the unit.

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%
- Presides over administrative child support hearings and parenting time hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of child and medical support; ensures that parties are advised of their legal rights and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties.
- 25% +/- 10%
- Reviews, evaluates, and interprets evidence presented at hearing for credibility and accuracy; researches legal issues presented at hearing; prepares child support and medical support orders for typing and distribution to parties and attorneys; updates child support database and court docket; verifies address, pay rates, medicals, and other evidence used in hearing.
- 15% +/- 10%
- Reviews files, administrative records, state wage information, court dockets, public assistance information, and information in state-run databases prior to hearings; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; rules on requests for cancellations, dismissals, and continuances; researches statutory and case laws as well as Ohio Administrative Code; prepares memorandums, proposals, policies, and procedures.
- 10% +/- 10%
- Attends various meetings to support the function of department or satisfy regulation requirements; meets with management on scheduling and backlogs for no-show hearings; attends trainings to maintain legal license.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with three (3) years of legal experience in family law; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Support Enforcement Tracking System; Ohio Benefits Worker Portal), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS Word).

Supervisory Requirements

- No supervisory responsibilities required.

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 evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, finding and recommendations, reports and data in state-managed databases, letters from schools) and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook, .
- Ability to prepare administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, backlog report, report for special projects, docket findings,

Administrative Hearing Officer

transmittal logs, policy and procedures, spreadsheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to engage in formal litigation, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18083	Chief Surveyor	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18083	Chief Surveyor	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Time percentages for Essential Functions were changed. An equivalency statement was added to the minimum qualifications. Work exposure was edited in the Environmental Adaptability section. Changes were also made to format and language. No change to pay grade or FLSA status.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
David Marquard, County Engineer	1/26/2021	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Surveyor	Class Number:	18083
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, permits, and public assistance regarding land boundary records. In addition, this classification directs map tax map section operations as related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Survey section of the Public Works Engineering Office. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls the functions of the surveying section of Public Works; reviews survey requests and determines scopes of work and work plans for projects; evaluates bid proposals, consultant submissions, and new equipment performance; evaluates section performance and the section's interaction with other sections and departments within and outside of the County; enforces safety rules and regulations; estimates costs and makes recommendations for section budget.
- 25% +/- 10%
- Supervises and directs the work of Engineering Map Supervisors, Licensed Land surveyors, Survey Technicians, Engineering Technicians, Project Managers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Prepares and reviews a variety of survey related documentation (parcel maps, legal descriptions, records of surveys, subdivision maps, drawings, etc.) for technical accuracy for use in projects or for record keeping; reviews and approves condominium and Air Rights plats for recording at the

Chief Surveyor

County Recorder's Office; assists with review of property legal descriptions for the County Land Bank and the Prosecutor's Office.

10% +/- 5%

- Performs supporting administrative responsibilities; attends a variety of trainings and meetings (pre-construction meetings, project status meetings, consultant meetings, etc.); provides road, bridge, and property records for public records requests; stays abreast of new technology and equipment in the surveying field; develops and implements improvements in survey methods, procedures, and equipment;

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's degree in surveying or related field with six (6) years of experience including highway/bridge plan preparation, field surveying practices, and/or GPS/GIS mapping; or an equivalent combination of education, training, and experience.
- A Professional Surveyor license is required.
- A valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Surveyor license with the state of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate surveying tools, surveying equipment, and a variety of office machines and equipment including a computer 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 and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and perform college level algebra, geometry, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions

Chief Surveyor

based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, project survey data, bid documents, certifications, subpoenas and reports.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., Ohio Administrative Code 4733, County conveyance standards, N.G.S. guidelines, Employee Handbook, reference manuals, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, databases, charts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature or weather extremes, smoke, dust, pollen, wetness, humidity, animals, wildlife, and traffic hazards.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21021	Development Housing Specialist	Development	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21021	Development Housing Specialist	Development	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Added a new essential function that reflected their "Contract Manager" status in the ERP system. Time percentages were changed for the essential functions. Format and language was updated. No change to the pay grade.
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No. of Employees Affected:	Five (5)
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara P. Jackson, Administrator, Housing and Community Dev	8/17/2020	Email	Sent draft of specifications
Sara P. Jackson, Administrator, Housing and Community Dev	9/18/2020	Email	Reminder
Sara P. Jackson, Administrator, Housing and Community Dev	10/14/2020	Phone Call	Meeting to talk about new ERP responsibilities
Michele Mencin, Development housing specialist Kate Feighan, Development Housing Specialist	10/15/2020	Email	Sent out incumbent CPQs so they can update their drafts to reflect their new ERP responsibilities that started after the first round of CPQs were returned
Sara P. Jackson, Administrator, Housing and Community Dev	12/2/2020	Email	Sent draft of specifications
Sara P. Jackson, Administrator, Housing and Community Dev	12/14/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	21021
FLSA:	Exempt	Pay Grade:	8A
Dept:	Development		

Classification Function

The purpose of this classification is to facilitate the administration of community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities related to the administration and management of community and housing development programs in the Department of Development. This class works under direction from senior management of the Department of Development. The employee works within a framework of established department, state, and federal 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.

30% +/- 10%

- Performs technical duties to facilitate the administration of community and housing development programs; reviews grant applications and eligibility criteria and provides approval recommendations; reviews, recommends, and prepares reimbursement and payment requests; reviews eligibility criteria for loan applications and underwrites loans; reviews eligibility criteria for subordination of mortgage requests and provides approval recommendations; provides information regarding payment history, loan balances, accumulative interest, and loan term information to borrowers; verifies and processes loan payoff requests submitted by title agencies; verifies loan pay-off information with title company; reviews, provides approval recommendations, and processes requests for reduced payoffs submitted by title agencies, law offices, and real estate offices; prepares release memo(s) for Director's signature and records satisfaction of mortgage to release the lien; performs site visits to housing locations and non-profit community partners to monitor for compliance with regulations; receives and handles requests for information regarding housing loan balances, history, payoffs, and subordinations for current/past loan programs; inputs and updates loan and grant information and documentation into appropriate databases; remains up-to-date on program(s) rules, regulations, directives, and policies.

30% +/- 10%

- Inputs, maintains, collects, and analyzes housing and community development data into the ERP system; inputs new or updates existing housing/program information and documents into cross-departmental ERP system; compiles information and data regarding program and housing information (e.g. geographic data, home values, finances, programming costs, demographics, etc.) from state databases, intra-department records, or by requesting directly from clients/partners; analyzes data by calculating averages, sums, percentages, etc. to create program summary reports and other required reports; prepares and maintains physical and electronic records, reports, studies, and/or correspondence related to fiscal activities, operations, and projects; creating and editing purchase orders in the ERP system; creates and uploads documents to Contract Management Modules events for the contract approval process within the ERP system.

Development Housing Specialist

20% +/- 10%

- Creates a variety of forms, reports, and documentation including program summary reports, annual reports, and mandated reports; creates and updates boilerplate forms, letters, and spreadsheets; independently or collaboratively prepares Request for Proposals (RFPs), contracts, amendments, proposals, narratives, etc. in support of housing and community development programs and department needs; independently or collaboratively prepares reports for internal/external reporting, information requests, and audits in compliance with appropriate guidelines; works with management and consultants to prepare various annual and/or mandated reports (i.e. the County Consortium's Annual Plan, the Consolidated Annual Performance Evaluation Report (CAPER), the County Consortium's 5 Year Consolidated Plan, etc.).

15% +/- 10%

- Assists with management, budget, monitoring, and evaluation of community and housing development programs; oversees the servicing of the Community Development and Housing Loan Portfolio; conducts monitoring activities for housing loan and grant programs to ensure compliance with County, state, and federal housing loan regulations; assists with housing program(s) funding and budget by monitoring account balances, processing and inspecting financial forms, and coordinating with the fiscal office to ensure funds are available; assists in the preparation of program budget(s); provides technical assistance and advice regarding loan applications and program qualifications; participates in identifying program(s) needs and goals, forecasting resources required, and establishing metrics to determine program outcomes, impact, and success; monitors program outcomes by analyzing reports summarizing outcomes; participates in program and policy development for housing programs; participates in collaboration for new program development, improvement of existing programs, and improvement of program administration efficiency.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; acts as a resource and provides technical assistance to outside organizations, agencies, and businesses regarding Cuyahoga County development and housing programs; interfaces with public constituencies as the representative of the Cuyahoga County department of development in various meetings and conferences; responds to requests for information from County, state, and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multi-function printer.

Technology Requirements

Development Housing Specialist

- Ability to operate a variety of software and databases including word processing software (MS Word), spreadsheet software (MS Excel) email software (MS Outlook), desktop publishing software (Publisher), presentation software (MS PowerPoint), PDF software (Nitro), database software (MS Access), enterprise resource planning software (OnBase, Infor), financial software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan, Request for Reimbursement), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary, settlement statement), agreements (i.e.- purchase agreement, landlord agreement, current tenant lease agreement), applications (i.e. - Rehabilitation Loan Application, Demolition Fund Application, Community Development Supplemental Grant Application), income documents, federal tax return, billing invoices, insurance reports, monthly reports, credit report, title reports, home appraisal, budget reports, Requests for Proposal (RFP), memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, Ohio Home and Building Codes, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare Loan Payoff Notification, Foreclosure Analysis, Subordination of Mortgage Analysis, Repayment History Analysis, Asset Analysis Sheet, Reduced Payoff Analysis and Recommendation, Consolidated Annual Performance Evaluation Report, semi-annual and annual reports, memos, reports, program metric reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, loan underwriting, financial counseling, and related legal terminology and language.
- Ability to communicate with supervisor, co-workers, department management, clients, corporate representatives, Board of Health Staff, banks and lending institutions, non-profit representatives,

Development Housing Specialist

home owners, attorneys, city officials, appraisers, caseworkers, employees of external agencies and businesses (i.e. – title agencies, insurance agents, etc.), other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12103	Senior Supervisor, CECOMS Operations	PSJS	Exempt	11A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12103	Senior Supervisor, CECOMS Operations	PSJS	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, environmental adaptability, and general formatting and language. No changes to pay grade or FLSA status.
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No. of Employees Affected:	None – classification is currently vacant
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lisa Raffurty, Manager – CECOMS Operations	1/25/2021	Email	Sent draft for review
	1/26/2021	Email	Follow up regarding changes
	1/28/2021	Call	Conversation regarding changes to draft
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, CECOMS Operations	Class Number:	12103
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the operations of the Cuyahoga Emergency Communications Systems (CECOMS) Center.

Distinguishing Characteristics

This is a second-line supervisory level classification with responsibility for planning and supervising the operations of the CECOMS section of the Department of Public Safety and Justice Services under general direction of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures 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.

70% +/- 10%

- Supervises and directs the work of CECOMS Operations Supervisors, Emergency Call-takers, and other assigned personnel at CECOMS; 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; attends union contract negotiations; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

30% +/- 10%

- Assists in administering and planning the operations of the CECOMS Center; creates, implements, and updates standard operating guidelines; advises and assists with budget recommendations; prepares various reports and operational paperwork; reviews and assists with special projects; handles general public inquiries; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed; provides back-up support to operations employees, subordinate supervisors, and manager as needed; responds to questions and requests from other County PSAPs.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with six (6) years of public safety, emergency management, or related experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), Cardiopulmonary Resuscitation (CPR) and Public Safety Telecommunications training/certifications within one (1) year of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e., time sheets, payroll forms, vacation requests, etc.), billing invoices, monthly and on-call schedule, and other reports and records.

Senior Supervisor, CECOMS Operations

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO International Standards, LEADS standards, and collective bargaining agreements,.
- Ability to prepare employee performance evaluations, standard operating procedures, quarterly statistics, CECOMS schedule, 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, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, co-workers, subordinates, public safety personnel (including police departments, fire departments, local hospitals), County Emergency Services Advisory Board, other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19062	Supervisor, Administrative Hearing Officer	Job and Family Services	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19062	Supervisor, Administrative Hearing Officer	CJFS - Office of Child Support Services	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The minimum qualifications were changed. One (1) year of supervisory experience was removed, and one (1) year of law experience was added maintaining the total years of experience required at six (6) years. Wording and format were also changed to better reflect work performed on the job. The percentage time spent was also slightly changed. The pay grade increased from PG 14 to PG 15.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	CJFS – Office of Support Services
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Fiscal Impact:	PG 14A: \$64,792.00 - \$90,729.60 PG 15A: \$69,388.80 - \$97,177.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	David Mlzata, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Sent drafted Specifications
Tiffany Dobbins-Brazelton, Director of Child Support Services	12/17/2020	Email	Extension for review because of holidays and people being out
Jeffrey Bloom, Social Program Administrator 4 Tiffany Dobbins-Brazelton, Director of Child Support Services	1/28/2021	Email	Ask questions
Jim Battigaglia, Archer Consultant	2/1/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Administrative Hearing Officer	Class Number:	19062
FLSA:	Exempt	Pay Grade:	15A
Dept:	Office of Child Support Services		

Classification Function

The purpose of this classification is to supervise Administrative Hearing Officers as well as to conduct and oversee case reviews and administrative hearings.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Job and Family Services. This class works under the direction from the Office of Child Support Services (OCSS) Director/designee, and the Deputy Director. The incumbent exercises discretion in applying procedures to review cases and conduct hearings and provide instruction for Administrative Hearing Officers.

Essential Job Functions

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

45% +/- 10%

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

25% +/- 5%

- Prepares agendas and meeting minutes; attends trainings and seminars to maintain licensure; prepares and maintains statistical reports on section performance and hearing backlogs; gives advice and answers questions about policy or legal matters; reviews and resolves clients' complaints; docket cases and forwards for inclusion on master list; interprets any court orders associated with hearings.

20% +/- 10%

- Performs legal research into issues related to cases; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development of policies and procedures based on legislative developments;

10% +/- 5%

- Reviews and prepares no-hearing cases and conducts hearings; hears arguments and evidence of both parties; compares hearing information and case research with any appropriate guidelines; prepares recommendations and findings; applies data to any associated guidelines for review purposes; reviews problem cases; works with court personnel and Prosecutors' Office to resolve issues on court cases and administrative cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with six (6) years of family law experience; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Ohio Benefits Worker Portal; Support Enforcement Tracking System), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS 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 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.

Supervisor, Administrative Hearing Officer

- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. – Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, findings and recommendations, reports and data in state or federal-managed databases), statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly hearing backlog and case management reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, administrative findings, memorandum, calculations of arrears, updates on changes in Law, backlog and performance reports, policy and procedure, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal litigation, 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 legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, referees, prosecutors, hearing officers, management staff, directors, agency staff, clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12101	Supervisor, CECOMS Operations	PSJS	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12101	Supervisor, CECOMS Operations	PSJS	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lisa Raffurty, Manager – CECOMS Operations	1/25/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, CECOMS Operations	Class Number:	12101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

Distinguishing Characteristics

This is a first-line supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee supervises subordinate personnel and provides emergency communications services. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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%
- Supervises and directs the work of Emergency Call-Takers and other assigned personnel at CECOMS; 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; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

- 20% +/- 10%
- Answers 9-1-1 cellular calls; obtains caller information and transfers calls to appropriate Public Safety Answering Point (PSAP); monitors radio channels for emergency traffic; monitors the status of county hospitals; monitors Marcs and Motorola radios; answers CISCO phones; provides medical instructions to callers during emergencies using standard procedures; accurately enters call information into computer aided dispatch (CAD) system; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; completes incident cards; logs calls on 9-1-1 statistic sheet; performs tests on equipment and ensures working condition.

15% +/- 5%

- Coordinates, prepares, and broadcasts emergency/non-emergency messages utilizing various radio, call management systems, CAD system, mass notification systems, and emergency alert systems; broadcasts severe weather information to county fire department and hospitals; announces Amber Alert requests when a child is reported missing from a law enforcement agency; relays information and messages such as name, location, nature of call, and pre-arrival instructions to and from emergency sites to law enforcement agencies, emergency responders, and all other individuals or groups requiring notification; provides routine notifications to outside agencies including other PSAPs, utilities providers, private agencies, and businesses; notifies hospitals, police, and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions so that other facilities are utilized; tests communication and alarm systems by adjusting systems and reporting any malfunctions to maintenance units.

15% +/- 5%

- Performs supporting administrative responsibilities; attends meetings, conferences, and trainings; recommends emergency communications policies and procedures; prepares Hazardous Materials (HAZMAT) release reports; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals; monitors access to secure and highly sensitive materials such as lease information, and 911 call information and completes public record requests; updates information such as amber alerts, wanted persons, stolen property, vehicle registration, license plate checks, stolen vehicles, protection orders, missing persons, and criminal background from requesting agency, law enforcement, or court system using teletype networks and computerized data systems; compiles hospitals restriction information and maintains County Hospital Restriction status webpage; implements hospital override procedure.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with three (3) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Federal Emergency Management Agency (FEMA), Emergency Medical Dispatch (EMD), and Cardiopulmonary Resuscitation (CPR) certifications within one year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

Supervisor, CECOMS Operations

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system software.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e.-timesheets, overtime forms, vacation requests), Mutual Aid Box Alarm System (MABAS) requests, Emergency Alert System (EAS) requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Operation Manual, Master Street Address Guide (MSAG), Cuyahoga County Atlas, OPBA collective bargaining contract, Emergency Operations Plan, Mile Marker Reference book.
- Ability to prepare dispatch call reports, media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTrac request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.

Supervisor, CECOMS Operations

- Ability to communicate effectively with supervisor, co-workers, subordinates, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment.
- Work may involve exposure to bright lights and loud noise.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12102	Supervisor, Quality Assurance	PSJS	Exempt	10A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
12102	Supervisor, Quality Assurance	PSJS	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lisa Raffurty, Manager – CECOMS Operations	1/25/2021	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	2/8/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Quality Assurance	Class Number:	12102
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the required training and continuing education process for the Cuyahoga Emergency Communications Systems (CECOMS) Center staff.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for conducting quality assurance evaluations, overseeing new employee training, ensuring completion of required continuing education for CECOMS staff, and supervising subordinate personnel. Employees work under supervision of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures 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.

- 25% +/- 10%
- Conducts quality assurance evaluations of services provided by CECOMS; compiles monthly metrics to monitor call processing; creates and updates standard operating guidelines based on data from quality assurance evaluations.

- 25% +/- 10%
- Supervises and directs the work of Emergency Call Takers at CECOMS; 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.

- 25% +/- 10%
- Oversees the training and continuing education process for CECOMS staff; conducts new employee training (Emergency Medical Dispatch (EMD), Fire Communications, and Cardiopulmonary Resuscitation (CPR) classes); maintains employee training records; coordinates opportunities for employees to obtain continuing dispatch education (CDE) credits; tracks employee CDE credits obtained; oversees and coordinates annual re-certification process for all CECOMS staff.

25% +/- 10%

- Assists with administering and planning the operations of the CECOMS Center; assists with managing projects (i.e., protocol development, etc.); attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; participates in the Cuyahoga County Emergency Medical Dispatch Committee (CCEMDC) and EMS Protocol Development Committee as co-chair; creates, implements, and updates standard operating guidelines; answers 9-1-1 calls and enters information in the computer aided dispatch software; prepares various compliance documents; handles general public inquiries and completes public records requests; maintains the Northeast Ohio Regional EMS Protocol document; maintains required certifications; maintains County Hospital Restriction status webpage.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with four (4) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), EMD Instructor, Cardiopulmonary Resuscitation (CPR), CPR Instructor, and Public Safety Telecommunications training/certifications within one (1) year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system software.

Supervisory Responsibilities

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

Supervisor, Quality Assurance

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including EMS Protocol feedback forms, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including industry standards for CPR and EMS care, Employee Handbook, CECOMS Standard Operating Procedures, Sunshine Laws, Ohio Revised Code, APCO International standards, NENA standards, and OPBA Contract.
- Ability to prepare employee performance evaluations, standard operating procedures, quality assurance evaluations, monthly quality assurance metrics and reports, project tracking spreadsheets, training tracking and documentation, CAD entries, meeting agendas, 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 emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, subordinates, department managers, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), 911 callers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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
11191	Deputy Financial Auditor	Fiscal	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	The Fiscal dept. notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Angeline Gill, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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Management Contact(s):	Leigh Tucker, Assistant Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Financial Auditor	Class Number:	11191
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal		

Classification Function

The purpose of this classification is to compile, prepare, coordinate, and review the work to generate the Comprehensive Annual Financial Report (CAFR) for Cuyahoga County. This position also conducts the management review of bank reconciliations for the County, and ensures all financial reporting is in compliance with local, state, and federal regulations.

Distinguishing Characteristics

This is a professional supervisory level position that ensures financial reporting in the Fiscal depart is accurate and in compliance with state and federal regulations. This position reports to the Assistant Fiscal Officer and is expected to exercise discretion in applying policies and procedures to resolves financial reporting issues and to ensure assigned projects and activities are completed in an efficient and timely manner. This position is expected to remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 35% +/- 10%
- Compiles, prepares, and reviews annual financial reports and audits; prepares assigned CAFR work papers, adjustments, and note disclosures; review and sign Generally Applied Accounting Principles (GAAP) workpapers; ensures reports and transactions are in compliance with the Ohio Revised Code (ORC); ensures all business processes are identified and documented; coordinates communication and work between the County and State Auditor's office; reviews and directs audit findings, citations, and recommendations; assists with modification of policies and procedures in the financial department.
- 30% +/- 10%
- Conducts the Management Review and approval of bank reconciliations process; ensures data matches between the bank's accounting books and the Fiscal department's accounting spreadsheets; ensures transactions are properly classified; resolves any discrepancies in the data.
- 30% +/- 10%
- Supervises and directs the work of Fiscal Specialist 3s, Accountant 3s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Deputy Financial Auditor

5% +/- 2%

- Remains up to date on local, state, and federal regulations; consults with other parties and agencies regarding accounting policies and procedures; develops new policies and procedures to ensure the County is operating efficiently and in compliance with regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, or a related field of study with five (5) years fiscal, accounting, or budget administration experience including two (2) years of supervisory experience; or any equivalent combination of training, education, and experience.
- Must possess and maintain a Certified Public Accountant (CPA) designation with the State of Ohio.

Additional Requirements

- No special license or certificate 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 Enterprise Resource Planning Software (Lawson, INFOR); Email Software (MS Outlook); Spreadsheet Software (MS Excel); Word Processing Software (MS 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 bank statements, reconciliation documents, audit reports, CAFR workpapers, and cash-basis and GAAP basis financial spreadsheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Charter, Ohio Revised Code (ORC), Governmental Accounting Standard pronouncements and implementation guides, and Generally Applied Accounting Principles (GAAP).
- Ability to prepare CAFR workpapers, financial project plans, audit reports, policy and procedure guides, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with the State auditor's office, internal auditors, consultants, County employees, County Controller, County Fiscal Officer, council members, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Hearing Officer	Class Number:	19061
FLSA:	Exempt	Pay Grade:	13A
Dept:	CJFS - Office of Child Support Services	Exhibit A	

Classification Function

The purpose of this classification is to preside over administrative child support hearings and parenting time hearings with assigned parties and their representatives.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing and presiding over administrative child support hearings. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Supervisor, Administrative Hearing Officer in that the latter supervises this class and performs the more complex work of the unit.

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%
- Presides over administrative child support hearings and parenting time hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of child and medical support; ensures that parties are advised of their legal rights and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties.
- 25% +/- 10%
- Reviews, evaluates, and interprets evidence presented at hearing for credibility and accuracy; researches legal issues presented at hearing; prepares child support and medical support orders for typing and distribution to parties and attorneys; updates child support database and court docket; verifies address, pay rates, medicals, and other evidence used in hearing.
- 15% +/- 10%
- Reviews files, administrative records, state wage information, court dockets, public assistance information, and information in state-run databases prior to hearings; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; rules on requests for cancellations, dismissals, and continuances; researches statutory and case laws as well as Ohio Administrative Code; prepares memorandums, proposals, policies, and procedures.
- 10% +/- 10%
- Attends various meetings to support the function of department or satisfy regulation requirements; meets with management on scheduling and backlogs for no-show hearings; attends trainings to maintain legal license.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with three (3) years of legal experience in family law; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Support Enforcement Tracking System; Ohio Benefits Worker Portal), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS Word).

Supervisory Requirements

- No supervisory responsibilities required.

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 evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, finding and recommendations, reports and data in state-managed databases, letters from schools) and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook, .
- Ability to prepare administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, backlog report, report for special projects, docket findings,

Administrative Hearing Officer

transmittal logs, policy and procedures, spreadsheets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to engage in formal litigation, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Surveyor	Class Number:	18083
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	Exhibit B	

Classification Function

The purpose of this classification is to manage the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, permits, and public assistance regarding land boundary records. In addition, this classification directs map tax map section operations as related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Survey section of the Public Works Engineering Office. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls the functions of the surveying section of Public Works; reviews survey requests and determines scopes of work and work plans for projects; evaluates bid proposals, consultant submissions, and new equipment performance; evaluates section performance and the section's interaction with other sections and departments within and outside of the County; enforces safety rules and regulations; estimates costs and makes recommendations for section budget.
- 25% +/- 10%
- Supervises and directs the work of Engineering Map Supervisors, Licensed Land surveyors, Survey Technicians, Engineering Technicians, Project Managers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Prepares and reviews a variety of survey related documentation (parcel maps, legal descriptions, records of surveys, subdivision maps, drawings, etc.) for technical accuracy for use in projects or for record keeping; reviews and approves condominium and Air Rights plats for recording at the

Chief Surveyor

County Recorder's Office; assists with review of property legal descriptions for the County Land Bank and the Prosecutor's Office.

10% +/- 5%

- Performs supporting administrative responsibilities; attends a variety of trainings and meetings (pre-construction meetings, project status meetings, consultant meetings, etc.); provides road, bridge, and property records for public records requests; stays abreast of new technology and equipment in the surveying field; develops and implements improvements in survey methods, procedures, and equipment;

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's degree in surveying or related field with six (6) years of experience including highway/bridge plan preparation, field surveying practices, and/or GPS/GIS mapping; or an equivalent combination of education, training, and experience.
- A Professional Surveyor license is required.
- A valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Surveyor license with the state of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate surveying tools, surveying equipment, and a variety of office machines and equipment including a computer 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 and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and perform college level algebra, geometry, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions

Chief Surveyor

based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, project survey data, bid documents, certifications, subpoenas and reports.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., Ohio Administrative Code 4733, County conveyance standards, N.G.S. guidelines, Employee Handbook, reference manuals, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, databases, charts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature or weather extremes, smoke, dust, pollen, wetness, humidity, animals, wildlife, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	21021
FLSA:	Exempt	Pay Grade:	8A
Dept:	Development	Exhibit C	

Classification Function

The purpose of this classification is to facilitate the administration of community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities related to the administration and management of community and housing development programs in the Department of Development. This class works under direction from senior management of the Department of Development. The employee works within a framework of established department, state, and federal 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.

30% +/- 10%

- Performs technical duties to facilitate the administration of community and housing development programs; reviews grant applications and eligibility criteria and provides approval recommendations; reviews, recommends, and prepares reimbursement and payment requests; reviews eligibility criteria for loan applications and underwrites loans; reviews eligibility criteria for subordination of mortgage requests and provides approval recommendations; provides information regarding payment history, loan balances, accumulative interest, and loan term information to borrowers; verifies and processes loan payoff requests submitted by title agencies; verifies loan pay-off information with title company; reviews, provides approval recommendations, and processes requests for reduced payoffs submitted by title agencies, law offices, and real estate offices; prepares release memo(s) for Director's signature and records satisfaction of mortgage to release the lien; performs site visits to housing locations and non-profit community partners to monitor for compliance with regulations; receives and handles requests for information regarding housing loan balances, history, payoffs, and subordinations for current/past loan programs; inputs and updates loan and grant information and documentation into appropriate databases; remains up-to-date on program(s) rules, regulations, directives, and policies.

30% +/- 10%

- Inputs, maintains, collects, and analyzes housing and community development data into the ERP system; inputs new or updates existing housing/program information and documents into cross-departmental ERP system; compiles information and data regarding program and housing information (e.g. geographic data, home values, finances, programming costs, demographics, etc.) from state databases, intra-department records, or by requesting directly from clients/partners; analyzes data by calculating averages, sums, percentages, etc. to create program summary reports and other required reports; prepares and maintains physical and electronic records, reports, studies, and/or correspondence related to fiscal activities, operations, and projects; creating and editing purchase orders in the ERP system; creates and uploads documents to Contract Management Modules events for the contract approval process within the ERP system.

Effective Date: 2001

Last modified: 06.16.2016

Development Housing Specialist

20% +/- 10%

- Creates a variety of forms, reports, and documentation including program summary reports, annual reports, and mandated reports; creates and updates boilerplate forms, letters, and spreadsheets; independently or collaboratively prepares Request for Proposals (RFPs), contracts, amendments, proposals, narratives, etc. in support of housing and community development programs and department needs; independently or collaboratively prepares reports for internal/external reporting, information requests, and audits in compliance with appropriate guidelines; works with management and consultants to prepare various annual and/or mandated reports (i.e. the County Consortium's Annual Plan, the Consolidated Annual Performance Evaluation Report (CAPER), the County Consortium's 5 Year Consolidated Plan, etc.).

15% +/- 10%

- Assists with management, budget, monitoring, and evaluation of community and housing development programs; oversees the servicing of the Community Development and Housing Loan Portfolio; conducts monitoring activities for housing loan and grant programs to ensure compliance with County, state, and federal housing loan regulations; assists with housing program(s) funding and budget by monitoring account balances, processing and inspecting financial forms, and coordinating with the fiscal office to ensure funds are available; assists in the preparation of program budget(s); provides technical assistance and advice regarding loan applications and program qualifications; participates in identifying program(s) needs and goals, forecasting resources required, and establishing metrics to determine program outcomes, impact, and success; monitors program outcomes by analyzing reports summarizing outcomes; participates in program and policy development for housing programs; participates in collaboration for new program development, improvement of existing programs, and improvement of program administration efficiency.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; acts as a resource and provides technical assistance to outside organizations, agencies, and businesses regarding Cuyahoga County development and housing programs; interfaces with public constituencies as the representative of the Cuyahoga County department of development in various meetings and conferences; responds to requests for information from County, state, and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multi-function printer.

Technology Requirements

Development Housing Specialist

- Ability to operate a variety of software and databases including word processing software (MS Word), spreadsheet software (MS Excel) email software (MS Outlook), desktop publishing software (Publisher), presentation software (MS PowerPoint), PDF software (Nitro), database software (MS Access), enterprise resource planning software (OnBase, Infor), financial software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan, Request for Reimbursement), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary, settlement statement), agreements (i.e.- purchase agreement, landlord agreement, current tenant lease agreement), applications (i.e. - Rehabilitation Loan Application, Demolition Fund Application, Community Development Supplemental Grant Application), income documents, federal tax return, billing invoices, insurance reports, monthly reports, credit report, title reports, home appraisal, budget reports, Requests for Proposal (RFP), memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, Ohio Home and Building Codes, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare Loan Payoff Notification, Foreclosure Analysis, Subordination of Mortgage Analysis, Repayment History Analysis, Asset Analysis Sheet, Reduced Payoff Analysis and Recommendation, Consolidated Annual Performance Evaluation Report, semi-annual and annual reports, memos, reports, program metric reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, loan underwriting, financial counseling, and related legal terminology and language.
- Ability to communicate with supervisor, co-workers, department management, clients, corporate representatives, Board of Health Staff, banks and lending institutions, non-profit representatives,

Development Housing Specialist

home owners, attorneys, city officials, appraisers, caseworkers, employees of external agencies and businesses (i.e. – title agencies, insurance agents, etc.), other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, CECOMS Operations	Class Number:	12103
FLSA:	Exempt	Pay Grade:	11A
Dept:	Public Safety and Justice Services	Exhibit D	

Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the operations of the Cuyahoga Emergency Communications Systems (CECOMS) Center.

Distinguishing Characteristics

This is a second-line supervisory level classification with responsibility for planning and supervising the operations of the CECOMS section of the Department of Public Safety and Justice Services under general direction of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures 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.

70% +/- 10%

- Supervises and directs the work of CECOMS Operations Supervisors, Emergency Call-takers, and other assigned personnel at CECOMS; 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; attends union contract negotiations; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.

30% +/- 10%

- Assists in administering and planning the operations of the CECOMS Center; creates, implements, and updates standard operating guidelines; advises and assists with budget recommendations; prepares various reports and operational paperwork; reviews and assists with special projects; handles general public inquiries; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed; provides back-up support to operations employees, subordinate supervisors, and manager as needed; responds to questions and requests from other County PSAPs.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with six (6) years of public safety, emergency management, or related experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), Cardiopulmonary Resuscitation (CPR) and Public Safety Telecommunications training/certifications within one (1) year of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system 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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e., time sheets, payroll forms, vacation requests, etc.), billing invoices, monthly and on-call schedule, and other reports and records.

Senior Supervisor, CECOMS Operations

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO International Standards, LEADS standards, and collective bargaining agreements,.
- Ability to prepare employee performance evaluations, standard operating procedures, quarterly statistics, CECOMS schedule, 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, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, co-workers, subordinates, public safety personnel (including police departments, fire departments, local hospitals), County Emergency Services Advisory Board, other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Administrative Hearing Officer	Class Number:	19062
FLSA:	Exempt	Pay Grade:	15A
Dept:	Office of Child Support Services	Exhibit E	

Classification Function

The purpose of this classification is to supervise Administrative Hearing Officers as well as to conduct and oversee case reviews and administrative hearings.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Job and Family Services. This class works under the direction from the Office of Child Support Services (OCSS) Director/designee, and the Deputy Director. The incumbent exercises discretion in applying procedures to review cases and conduct hearings and provide instruction for Administrative Hearing Officers.

Essential Job Functions

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

45% +/- 10%

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

25% +/- 5%

- Prepares agendas and meeting minutes; attends trainings and seminars to maintain licensure; prepares and maintains statistical reports on section performance and hearing backlogs; gives advice and answers questions about policy or legal matters; reviews and resolves clients' complaints; docket cases and forwards for inclusion on master list; interprets any court orders associated with hearings.

20% +/- 10%

- Performs legal research into issues related to cases; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development of policies and procedures based on legislative developments;

10% +/- 5%

- Reviews and prepares no-hearing cases and conducts hearings; hears arguments and evidence of both parties; compares hearing information and case research with any appropriate guidelines; prepares recommendations and findings; applies data to any associated guidelines for review purposes; reviews problem cases; works with court personnel and Prosecutors' Office to resolve issues on court cases and administrative cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with six (6) years of family law experience; or any equivalent combination of training and experience.
- Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements

- Must obtain and maintain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirement

- Ability to operate a variety of software and databases including enterprise information platform (OnBase), hearing docket database (Administrative Hearing Unit docket), state-wide databases (Ohio Benefits Worker Portal; Support Enforcement Tracking System), email and scheduling software (MS Outlook), legal software (Puritas Spring), presentation software (MS PowerPoint), spreadsheet software (MS Excel), teleconferencing software (MS Teams), word processing software (MS 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 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.

Supervisor, Administrative Hearing Officer

- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. – Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, findings and recommendations, reports and data in state or federal-managed databases), statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, department statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Child Support Guidelines, Ohio Revised Code, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, Ohio Code of Ethics, and the Employee Handbook.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly hearing backlog and case management reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, administrative findings, memorandum, calculations of arrears, updates on changes in Law, backlog and performance reports, policy and procedure, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal litigation, 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 legal terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, referees, prosecutors, hearing officers, management staff, directors, agency staff, clients, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, CECOMS Operations	Class Number:	12101
FLSA:	Exempt	Pay Grade:	9A
Dept:	Public Safety and Justice Services	Exhibit F	

Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

Distinguishing Characteristics

This is a first-line supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee supervises subordinate personnel and provides emergency communications services. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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%
- Supervises and directs the work of Emergency Call-Takers and other assigned personnel at CECOMS; 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; prepares schedules for personnel and ensures that the emergency call center is adequately staffed.
- 20% +/- 10%
- Answers 9-1-1 cellular calls; obtains caller information and transfers calls to appropriate Public Safety Answering Point (PSAP); monitors radio channels for emergency traffic; monitors the status of county hospitals; monitors Marcs and Motorola radios; answers CISCO phones; provides medical instructions to callers during emergencies using standard procedures; accurately enters call information into computer aided dispatch (CAD) system; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; completes incident cards; logs calls on 9-1-1 statistic sheet; performs tests on equipment and ensures working condition.

15% +/- 5%

- Coordinates, prepares, and broadcasts emergency/non-emergency messages utilizing various radio, call management systems, CAD system, mass notification systems, and emergency alert systems; broadcasts severe weather information to county fire department and hospitals; announces Amber Alert requests when a child is reported missing from a law enforcement agency; relays information and messages such as name, location, nature of call, and pre-arrival instructions to and from emergency sites to law enforcement agencies, emergency responders, and all other individuals or groups requiring notification; provides routine notifications to outside agencies including other PSAPs, utilities providers, private agencies, and businesses; notifies hospitals, police, and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions so that other facilities are utilized; tests communication and alarm systems by adjusting systems and reporting any malfunctions to maintenance units.

15% +/- 5%

- Performs supporting administrative responsibilities; attends meetings, conferences, and trainings; recommends emergency communications policies and procedures; prepares Hazardous Materials (HAZMAT) release reports; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals; monitors access to secure and highly sensitive materials such as lease information, and 911 call information and completes public record requests; updates information such as amber alerts, wanted persons, stolen property, vehicle registration, license plate checks, stolen vehicles, protection orders, missing persons, and criminal background from requesting agency, law enforcement, or court system using teletype networks and computerized data systems; compiles hospitals restriction information and maintains County Hospital Restriction status webpage; implements hospital override procedure.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with three (3) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Federal Emergency Management Agency (FEMA), Emergency Medical Dispatch (EMD), and Cardiopulmonary Resuscitation (CPR) certifications within one year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

Supervisor, CECOMS Operations

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system software.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e.-timesheets, overtime forms, vacation requests), Mutual Aid Box Alarm System (MABAS) requests, Emergency Alert System (EAS) requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, CECOMS Operation Manual, Master Street Address Guide (MSAG), Cuyahoga County Atlas, OPBA collective bargaining contract, Emergency Operations Plan, Mile Marker Reference book.
- Ability to prepare dispatch call reports, media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTrac request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.

Supervisor, CECOMS Operations

- Ability to communicate effectively with supervisor, co-workers, subordinates, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment.
- Work may involve exposure to bright lights and loud noise.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Quality Assurance	Class Number:	12102
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services	Exhibit G	

Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the required training and continuing education process for the Cuyahoga Emergency Communications Systems (CECOMS) Center staff.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for conducting quality assurance evaluations, overseeing new employee training, ensuring completion of required continuing education for CECOMS staff, and supervising subordinate personnel. Employees work under supervision of the Manager, CECOMS Operations. This class promotes the efficiencies of CECOMS operations by finding solutions to problems and making recommendations on process improvements. The incumbent exercises discretion in resolving organizational issues within applicable policies and procedures 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.

- 25% +/- 10%
- Conducts quality assurance evaluations of services provided by CECOMS; compiles monthly metrics to monitor call processing; creates and updates standard operating guidelines based on data from quality assurance evaluations.

- 25% +/- 10%
- Supervises and directs the work of Emergency Call Takers at CECOMS; 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.

- 25% +/- 10%
- Oversees the training and continuing education process for CECOMS staff; conducts new employee training (Emergency Medical Dispatch (EMD), Fire Communications, and Cardiopulmonary Resuscitation (CPR) classes); maintains employee training records; coordinates opportunities for employees to obtain continuing dispatch education (CDE) credits; tracks employee CDE credits obtained; oversees and coordinates annual re-certification process for all CECOMS staff.

25% +/- 10%

- Assists with administering and planning the operations of the CECOMS Center; assists with managing projects (i.e., protocol development, etc.); attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; participates in the Cuyahoga County Emergency Medical Dispatch Committee (CCEMDC) and EMS Protocol Development Committee as co-chair; creates, implements, and updates standard operating guidelines; answers 9-1-1 calls and enters information in the computer aided dispatch software; prepares various compliance documents; handles general public inquiries and completes public records requests; maintains the Northeast Ohio Regional EMS Protocol document; maintains required certifications; maintains County Hospital Restriction status webpage.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with four (4) years of public safety, emergency management, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain and maintain Emergency Medical Dispatch (EMD), EMD Instructor, Cardiopulmonary Resuscitation (CPR), CPR Instructor, and Public Safety Telecommunications training/certifications within one (1) year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six months of hire date.

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.
- Ability to operate a two-way radio and dispatch console.
- Ability to sit for a prolonged period of time.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Word, Excel, Outlook, PDF Software (Adobe), Computer Aided Dispatch (CAD) software (TAC, OpenFox), LEADS software, and records management system software.

Supervisory Responsibilities

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

Supervisor, Quality Assurance

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including EMS Protocol feedback forms, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including industry standards for CPR and EMS care, Employee Handbook, CECOMS Standard Operating Procedures, Sunshine Laws, Ohio Revised Code, APCO International standards, NENA standards, and OPBA Contract.
- Ability to prepare employee performance evaluations, standard operating procedures, quality assurance evaluations, monthly quality assurance metrics and reports, project tracking spreadsheets, training tracking and documentation, CAD entries, meeting agendas, 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 emergency medical and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, subordinates, department managers, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), 911 callers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office and emergency call center environment.
- Work may involve exposure to bright lights and loud noise.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Financial Auditor	Class Number:	11191
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal	Exhibit H	

Classification Function

The purpose of this classification is to compile, prepare, coordinate, and review the work to generate the Comprehensive Annual Financial Report (CAFR) for Cuyahoga County. This position also conducts the management review of bank reconciliations for the County, and ensures all financial reporting is in compliance with local, state, and federal regulations.

Distinguishing Characteristics

This is a professional supervisory level position that ensures financial reporting in the Fiscal depart is accurate and in compliance with state and federal regulations. This position reports to the Assistant Fiscal Officer and is expected to exercise discretion in applying policies and procedures to resolves financial reporting issues and to ensure assigned projects and activities are completed in an efficient and timely manner. This position is expected to remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 35% +/- 10%
- Compiles, prepares, and reviews annual financial reports and audits; prepares assigned CAFR work papers, adjustments, and note disclosures; review and sign Generally Applied Accounting Principles (GAAP) workpapers; ensures reports and transactions are in compliance with the Ohio Revised Code (ORC); ensures all business processes are identified and documented; coordinates communication and work between the County and State Auditor's office; reviews and directs audit findings, citations, and recommendations; assists with modification of policies and procedures in the financial department.
- 30% +/- 10%
- Conducts the Management Review and approval of bank reconciliations process; ensures data matches between the bank's accounting books and the Fiscal department's accounting spreadsheets; ensures transactions are properly classified; resolves any discrepancies in the data.
- 30% +/- 10%
- Supervises and directs the work of Fiscal Specialist 3s, Accountant 3s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Deputy Financial Auditor

5% +/- 2%

- Remains up to date on local, state, and federal regulations; consults with other parties and agencies regarding accounting policies and procedures; develops new policies and procedures to ensure the County is operating efficiently and in compliance with regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, or a related field of study with five (5) years fiscal, accounting, or budget administration experience including two (2) years of supervisory experience; or any equivalent combination of training, education, and experience.
- Must possess and maintain a Certified Public Accountant (CPA) designation with the State of Ohio.

Additional Requirements

- No special license or certificate 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 Enterprise Resource Planning Software (Lawson, INFOR); Email Software (MS Outlook); Spreadsheet Software (MS Excel); Word Processing Software (MS 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 bank statements, reconciliation documents, audit reports, CAFR workpapers, and cash-basis and GAAP basis financial spreadsheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Charter, Ohio Revised Code (ORC), Governmental Accounting Standard pronouncements and implementation guides, and Generally Applied Accounting Principles (GAAP).
- Ability to prepare CAFR workpapers, financial project plans, audit reports, policy and procedure guides, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with the State auditor's office, internal auditors, consultants, County employees, County Controller, County Fiscal Officer, council members, 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.

Posted on 2/25/2021

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Administrative Hearing Officer	19061	13A Exempt	13A Exempt (No Change)	CJFS-Office of Child Support Services	PRC routine maintenance. Classification last revised in 2016. Time percentages for Essential Functions were changed. An equivalency statement was added. General formatting and language were changed. No changes to pay grade or FLSA status.
Chief Surveyor	18083	17A Exempt	17A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Time percentages for Essential Functions were changed. An equivalency statement was added to the minimum qualifications. Work exposure was edited in the Environmental Adaptability section. Changes were also made to format and language. No change to pay grade or FLSA status.
Development Housing Specialist	21021	8A Exempt	8A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2016. Added a new essential function that reflected their "Contract Manager" status in the ERP system. Time percentages were changed for the essential functions. Format and language were updated. No change to the pay grade.
Senior Supervisor, CECOMS Operations	12103	11A Exempt	11A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, environmental adaptability, and general formatting and language. No changes to pay grade or FLSA status.
Supervisor, Administrative Hearing Officer	19062	14A Exempt	15A Exempt	CJFS-Office of Child Support Services	PRC routine maintenance. Classification last revised in 2016. The minimum qualifications were changed. One (1) year of supervisory experience was removed, and one (1) year of law experience was added maintaining the total years of experience required at six (6) years. Wording and format were also changed to better reflect work performed on the job. The percentage time spent was also slightly changed. The pay grade increased from PG 14 to PG 15.
Supervisor, CECOMS Operations	12101	9A Exempt	9A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.
Supervisor, Quality Assurance	12102	10A Exempt	10A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Updates were made to essential job functions, minimum training and experience, certifications, and general formatting and language. No changes to pay grade or FLSA status.

DELETED					
Deputy Financial Auditor	11191	13A Exempt	N/A	Fiscal	The PRC created this new classification per the request of the Fiscal Dept. It was never filled and the Fiscal dept. notified the PRC that the classification was no longer needed because they added the responsibilities into an existing Unclassified position (Special Projects and Business Manager) within the department.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0078

Sponsored by: Councilmember Brown	A Resolution reappointing Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 - 3/7/2027; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by:	

WHEREAS, Article IX, Section 9.01 of the Cuyahoga County Charter, entitled Personnel Review Commission, creates the Cuyahoga County Personnel Review Commission which is “responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, the Cuyahoga County Charter Section 9.01, states that the County “Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations,” and that, “no more than two of the three members of the Personnel Review Commission shall be members of the same political party;” and,

WHEREAS, the term of office of each member of the Personnel Review Commission shall be six years, and the terms shall be staggered so that no term expires within less than two years of the expiration of any other term; and,

WHEREAS, the County Council desires to reappoint Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 – 3/7/2027; 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 Commission.

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

SECTION 1. That the Council of Cuyahoga County hereby reappoints Thomas L. Colaluca to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2021 – 3/7/2027.

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County Commission. 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 passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 23, 2021

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

Journal _____
_____, 20__



THOMAS L. COLALUCA



LEGAL EXPERIENCE:

June 2010 to Present

The Colaluca Law Firm LLC

My practice focuses in the areas of labor, employment, business, health care, gaming, workers compensation, and environmental law and complex litigation with special emphasis on employment law and traditional labor representation involving union matters and collective bargaining in both the private and public sectors.

I represent startup companies, distributorships, receivers, established businesses and their principals throughout all stages of the business life cycle. I serve as general counsel to many closely held and family owned businesses and routinely counsel clients on a wide range of corporate and transactional matters including entity selection and formation, ownership agreements, family business succession planning, corporate governance, employment agreements, mergers and acquisitions, raising capital and intellectual property protection.

I have a wide range of experience that includes representing clients in the chemical, manufacturing, transportation, waste recycling and environmental industries and the health care field, as well as clients in the public sector.

November 2009 to June 2010 Bonezzi, Switzer, Murphy, Polito & Hupp

My practice focused in the areas of labor, employment, business and environmental law and complex litigation with special emphasis on employment law and traditional labor representation involving union matters and collective bargaining in both the private and public sectors.

I represented startup companies, established businesses and their principals throughout all stages of the business life cycle. I serve as general counsel to many closely held and family owned businesses and routinely counsel clients on a wide range of corporate and transactional matters including entity selection and formation, ownership agreements, family business succession planning, corporate governance, employment agreements, mergers and acquisitions, raising capital and intellectual property protection.

January 2008 to November 2009 Roetzel & Andress LPA

Partner

Represented employers throughout Ohio and Florida in both state and federal courts. Practice focused in the areas of labor, employment, business and complex litigation with special emphasis on traditional labor matters in both the public and private sectors that involve union and employment matters and collective bargaining and representation before various administrative agencies such as the National Labor Relations Board. As a result of this representation, I have:

1. negotiated collective bargaining contracts in the private and public sectors;
2. conducted certification and decertification elections; arbitration; fact-finding; and grievance hearings;
3. appeared before the NLRB and the State Employee Representation Board ("SERB");
4. advised clients on substance abuse and testing; and union avoidance;
5. advised employers regarding discipline and discharge

6. represented employers in federal and state courts in matters arising from various state and federal employment laws such as discrimination; retaliation; wrongful discharge; and, whistleblower claims;
7. litigated and negotiated employment agreements; covenants not-to-compete; and trade secret provisions;
8. developed leases and interfaced with various regulatory agencies including but not limited to EPA;
9. negotiated RCRA and CERCLA clean ups;
10. developed plans to comply with wetland mitigation;
11. negotiated asset and stock purchase agreement.

2003 - 2007 Johnson & Colaluca, L.L.C.

Member

**1992 - 2003 Johnson & Angelo - Cleveland, Ohio
Thomas L. Colaluca - Miami, Fla.**

Specialized in business law and representation in the areas of municipal law, commercial law, environmental law, complex litigation and labor/employment that include representing management in collective bargaining, arbitrations, before the NLRB and other regulatory agencies and in employment lawsuits that include sexual harassment, discrimination and contract disputes.

My representation has also afforded me the ability to garner considerable trial experience both in the state and federal courts. I have defended private and public employers in discrimination, whistleblower and retaliation claims. For example, I was chief legal counsel in the following cases:

1. NOPEC v. SVA Communications, Inc.
An illegal termination dispute between a counsel of government (“COG”) entity and third party.
2. Garner, et al. v. Cuyahoga County Juvenile Court, et al.
A suit by 16 plaintiffs involving 16 individual and factually different discrimination claims that were dismissed by the District Court with its

granting the 16 Motions for Summary Judgment filed by our client. Said dismissals were affirmed by the Sixth Circuit Court of Appeals.

3. Glending v. City of Cleveland

A suit by a fire fighter claiming, among other things, reverse discrimination and retaliation which was dismissed by the District Court on summary judgment.

4. Buddie v. Cuyahoga Community College

A suit by a contractor alleging that the school's MBE program was not based upon a predicate disparity study.

As part of my municipal representation practice, I have also provided counsel to public entities in developing industrial parks to maximize the local dwindling tax base with an emphasis on wetland mitigation and brownfield redevelopment that necessitated negotiations with the Army Corp of Engineers as well as the state and federal EPAs. I have managed various political campaigns, which range from fund raising to voter analysis that have enabled me to establish personal and working relationships not only with the elected officials but also with their various staff members, which in turn, has benefited my clients.

1991 - 1992 Peeples, Earl & Blank - Miami, Florida

Attorney in charge of supervising Firm's associates, paralegals and litigation support staff.

Managed the litigation support staff for the Firm's involvement in U.S. v. South Florida Water Management District, that dealt with the water pollution of the Florida Everglades.

Managed the Firm's computerized litigation support, referral and resource center which is comprised of over 10,000 legal documents, scientific publications, transcripts and news articles.

Directed the discovery in a complex litigation matter involving AIDS and blood transfusions.

Defended an environmental engineering firm in an action involving the design and construction of an injection well.

1982 - 1991

**Climaco, Climaco, Seminatore, Lewfkowitz & Garofoli
Co., L.P.A., Cleveland, Ohio**

Partner in charge of recruiting, training and placement and Chairman of the Environmental and General Practice Sections. Recruited, supervised and trained associates in litigation. Supervised, developed and marketed Firm's Environmental and Litigation Practices.

Represented largest landfill and solid refuse hauler in Northeast Ohio in all aspects of its business which included labor relations, litigation, public bid contracts, environmental counseling, disposal financing, management, and state and federal regulatory compliance.

Experience in various areas of litigation including labor/employment, toxic tort, environmental nuisance, CERCLA, RCRA and products liability. Specialization in governmental contracts, personnel matters, litigation and labor/employment matters.

Represented private and public sector unions in collective bargaining, arbitrations, before the NLRB and other regulatory agencies.

1978 - 1982

**Climaco, Climaco, Seminatore, Lefkowitz
Garofoli Co., L.P.A, Cleveland, Ohio**

Experience in litigation, family law and public and private sector labor law.

LECTURER:

Lake Erie College - Business law.

Cuyahoga Community College – American Government

EDUCATION:

1978 J.D., Cleveland-Marshall College of Law, Cleveland State University, Graduated Cum Laude

1972 M.A., Government/Georgetown University,

University Fellowship

1969 B.A., Philosophy/St. Bonaventure University,
Graduated Cum Laude

PUBLICATIONS - SEMINARS

Thomas L. Colaluca, Gina A. Kuhlman and Jack P. DeSario - Future of Affirmative Action: The Legal Imperative Nationally and the Ohio Experience – Cleveland State Law Review

Presenter- Employment Law & Workers' Compensation Legal Update 2008
Living With Unions

Presenter- SANE0
Withdrawal Liability In The Construction Industry

ADMITTED TO PRACTICE:

State of Ohio

State of Florida

District of Columbia

United States Supreme Court

United States Court, Northern District of Ohio

United States Court of Appeals - Sixth Circuit

United States Court of Appeals - Ninth Circuit

COMMISSIONS:

2014 to Present Member Personnel Review Commission

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0088

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2021 - 7/14/2024 and declaring the necessity that this Resolution become immediately effective.
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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, to continue the important work of the Citizens’ Advisory Council on Equity, and to maintain the progress and continuity of the membership of this body, the County Executive has nominated the following individuals to continue their service on the Citizens’ Advisory Council on Equity, for three-year terms 7/15/21 – 7/14/2024:

- a. Rabbi Joshua Caruso;
- b. Stephen Caviness;
- c. Marsha Mockabee;
- d. Cordell Stokes; and,
- e. Sheila Wright.

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of the following individuals to continue to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2021 – 7/14/2024:

- a. Rabbi Joshua Caruso;
- b. Stephen Caviness;
- c. Marsha Mockabee;
- d. Cordell Stokes; and,
- e. Sheila Wright.

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 _____ seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date

Clerk of Council Date

First Reading/Referred to Committee: March 23, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

March 16, 2021
Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 East 9th Street, 8th Floor
Cleveland, Ohio 44115

Re: Cuyahoga County Advisory Council on Equity for the term 7/15/2021-7/14/2024

Dear President Jones:

Pursuant to County Council Ordinance No.O2012-0014 (the Equity Ordinance), which established the County Equity Commission and Citizens' Advisory Council on Equity, I submit the following nominees for reappointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- Rabbi Joshua Caruso
- Stephen Caviness
- Marsha Mockabee
- Cordell Stokes
- Sheila Wright

Attached you will find the nominees' resume/bios for your review.

I ask that these reappointments be set for confirmation as soon as possible. If you have any questions, please reach out to Michele Pomerantz at (216)258-8921. I thank you for your assistance.

Sincerely,

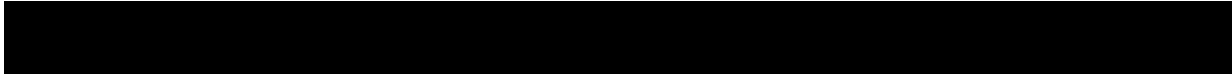

Armond Budish

Rabbi Joshua Caruso has served Anshe Chesed Fairmount Temple's clergy team since 2002. Ordained from the Hebrew Union College-Jewish Institute of Religion (NY) in 1998, Rabbi Caruso is proud to teach, preach, and personally engage in the practice of lifelong learning.

Rabbi Caruso's passion for growing engagement with the larger community led him to develop programming for the synagogue's Martin Luther King Weekend, in commemoration of MLK's birth and legacy. He also co-leads the annual Fairmount Temple Interfaith Seder, in which hundreds of people of all faiths from across our region participate.

Rabbi Caruso sees social justice as an integral part of his rabbinate, bound up with the long and storied legacy of Fairmount Temple. He was inspired to bring Congregation-Based Community Organizing to Cleveland, first introducing it to temple leadership and nurturing its growth among its members. His efforts led to the formation of Greater Cleveland Congregations (GCC), a coalition of more than 30 diverse faith communities from across Northeast Ohio committed to bringing social and racial justice to the fore. GCC is now the most powerful faith-based citizens' voice in our region.

In addition to serving on the Strategy Team of GCC, Rabbi Caruso is a member of the Commission on Social Action for the Religious Action Center of Reform Judaism (RAC), and serves on the Core Team of RAC-Ohio, a state-based justice project representing Reform Jews throughout our state.



Stephen A. Caviness

PROFESSIONAL PROFILE

Ambitious, nimble, and globally minded mid-level professional who is a **strategic thinker, innovator, and influencer** with a passion for continuous improvement. Experienced in engaging internal and external stakeholders on key topics of concern, and working on cross-functional teams to design, develop, and implement program/initiatives. Accountable for **managing timely and successful completion of multiple projects** according to established performance metrics.

AREAS OF EFFECTIVENESS

Systems Thinking Strategy Development/Implementation Project Management Critical Thinking
Problem Resolution Public Speaking Community Engagement Public Policy
Portfolio Management Thought Leadership

EXPERIENCE

Director, Project Management

Team NEO, Cleveland, Ohio / April 2020 – Present

Regional Economic Development Non-Profit; Service area 18 counties across Northeast Ohio

- Structure incentive packages for existing, out-of-state, or international traded-sector businesses to expand in Northeast Ohio by leveraging JobsOhio products and services.
- Deepen relationships with key stakeholders on the county and municipal level to generate deal flow.
- Actively participate on cross-functional teams to successfully complete projects.

Program Officer, Workforce & Social Investments

Cleveland Foundation, Cleveland, Ohio / January 2018 – April 2020

Program Officer, Community Responsive Grantmaking

Cleveland Foundation, Cleveland, Ohio / February 2015 – December 2017

Place-based Philanthropy. \$2.5 billion in assets. \$100 million annual grantmaking. 80 employees.

- Regularly developed convincing Board recommendations - following the completion of due diligence process - that are approved and align with the Foundation's Economic Transformation and Workforce strategy.
- Co-led with Vice President of Strategic Grantmaking and Arts/Urban Design Initiatives of a cross-functional team to develop strategy and achieve goals/objectives of social impact investment committee.
- Served as subject matter expert for social impact investing and work closely with program directors and officers to increase deal flow that spans across all strategic grantmaking areas.
- Worked cross-departmentally to underwrite transactions for risk and impact, ensure outstanding loans are current, and monitor active projects under the Foundations more than \$30 million Program Related Investment portfolio.
- Oversaw annual grantmaking budget of \$5 million to support grantee partners across the workforce development, entrepreneurship, innovation landscape as well as investing in urban, semi-rural, and rural geographies.
- Responsibly captured and disseminated factual information and prepare thoughtful analyses of workforce and social investment topics and organizations to promote a deeper sense of awareness amongst Foundation stakeholders.
- Employed systems-thinking mindset while staying current on best practices, sector trends, and policy implications as they relate to workforce, impact investing, entrepreneurship, and innovation.

- Monitored and evaluated funded grant implementation and arrange for consultation and technical assistance as appropriate.
- Initiated and managed collaborative relationships with a diverse cross-section of multi-sector agencies and leaders by providing information and technical assistance to grant seekers concerning grantmaking policies and procedures, additional funding opportunities, and emerging research to ensure a well-informed non-profit community within the region.
- Actively participated in affinity and professional groups to strengthen standing as a thought leader and knowledgeable resource on workforce, social investment, entrepreneurship, and innovation topics.

Congressional Aide

Office Of Congresswoman Marcia L. Fudge, Cleveland, OH / January 2009-February 2015

- Achieved performance goals in a fast-paced, highly visible congressional office.
- Participated in high-level meetings and negotiations, which have shaped policies for the United States of America, State of Ohio and local governments.
- Leveraged relational skills to serve as liaison to elected officials, community leaders, and other stakeholders, informing parties of relevant legislative policies and acting as the conduit to communicate constituent concerns to Congress.
- Applied problem resolution skills to effectively manage and solve formal complaints involving constituents and Federal Agencies.
- Effective at conducting federal policy research on assigned issues to inform leadership of policy implications and to provide recommended solutions for managing foreseeable concerns.
- Assumed increased responsibility and influence throughout five-year period by expanding role from oversight of faith-based outreach to include support of the housing/foreclosure and economic development functions.
- Participate in the OH-11 district strategic planning process to provide input on areas of expertise and held accountable for execution of key strategic initiatives impacting areas of responsibility.
- Led teams of 3-4 interns and supported professional development by issuing performance objectives, providing regular training, and feedback.
- Applied continuous improvement principles to streamline casework management software reporting capabilities by collaborating with cross-functional teams to implement new features.

Board Member and Assistant Treasurer (Volunteer)

Greater Abyssinia Federal Credit Union, Cleveland, OH / August 2009-March 2011

- Researched investment vehicles and projected market returns using future value analysis to develop investment strategy aligned with defined financial performance goals and metrics.
- Assisted with weekly deposit and withdrawal reconciliation.
- Streamlined process for monthly reporting to measure investment performance.
- Developed strategies to achieve annual growth and improved return on investment for the credit union's book of business.

EDUCATION

MBA in Systems Management

August 2013

Baldwin Wallace University, Berea, OH

B.S. in Human Ecology, Major: Family Resource Management

August 2008

The Ohio State University, Columbus, OH

Financial Planner Track

Member of Ohio State University Financial Planners Association

Certification(s):

National Development Council Economic Development Finance Professional *(3 of 4 courses complete)*

- Economic Development Finance
- Business Credit Analysis
- Real Estate Finance

LEADERSHIP/VOLUNTEERISM:

- JumpStart, Inc., Board Observer
- Village Capital Corporation, Board Member
- Hawken School Alumni Board Member **(past)**
- Ohio Department of Transportation Job Readiness and Minority Inclusion steering committee **(past)**
- Member of City of Euclid's Citizens Advisory Committee **(past)**
- Member of Ohio State Treasurer Smart Money Choices Steering Committee **(past)**
- Foster care volunteer for Cleveland Animal Protective League
- Tutor at Carl & Louis Stokes Central Academy – Prepare students for the Ohio Achievement Test **(past)**
- Youth Mentor at Beech Brook **(past)**
- 2012 Life Banc Honorary Faith Leaders planning committee **(past)**

Marsha A. Mockabee serves as the President and CEO of the Urban League of Greater Cleveland. In this role, she leads an agenda empowering African-Americans to develop and exercise their potential on par with all other Americans through education, research, advocacy and provision of services.

Marsha has more than 28 years of nonprofit leadership experience, as well as educational credentials that include a Bachelor's degree from Concordia University (cum laude), a CNM from Case Western Reserve University, and MBM from Indiana Wesleyan. She serves on many committees and community efforts.

Marsha's accomplishments have been recognized locally and nationally. Since 2010, she has served on the National Urban League's Education and Jobs Task Forces.

In February of 2013, she was selected to lead an Equity and Excellence in Education initiative for the State of Ohio. Along with Marsha's CEO colleagues from Cincinnati and Columbus, she is helping to engage in statewide advocacy and policy issues affecting education in urban communities.

Marsha is known amongst her national Urban League colleagues as the "turnaround specialist" [REDACTED]



Cordell E. Stokes has over twenty-five years of professional executive experience in non-profit and private sector management.

Stokes attended Lakeland Community College in Mentor, Ohio and Point Loma Nazarene University in San Diego, California, where he served as captain of the men's basketball team for three straight years. That laid the foundation for his current entrepreneurial position as chairman & CEO of CLC Stokes Consulting Group, a national business development, corporate expansion and governmental relations firm headquartered in Cleveland, Ohio. Through his firm, Stokes advises and guides corporate CEO's to expand their company and their services into major southwest cities including Phoenix, Arizona; Los Angeles, California; Las Vegas, Nevada and Houston, Texas. He also advises union trade associations, local, state and national candidates and or elected officials.

Other professional experience includes working as a business consultant to the State of Ohio's Development Services Agency (DSA); Sr. Manager of Talent & Acquisition for the Urban League of Greater Cleveland; Managing Partner for Branch-Hernandez & Associates (BHA) State of

Ohio division; VP of Business Development & Governmental Affairs for the Las Vegas, Nevada division; Sr. Director and founding executive for the Clark County Urban League; Programs Administrator of Workforce Development for Nevada Partners; Home of the Culinary Training Academy a joint labor management organization; appointed by Cuyahoga County Commissioners as Development Specialist for Department of Workforce Development; Governmental Affairs Director for both OTI Metal Finishing Military & Aerospace Corporation in Phoenix, Arizona and their maquiladora located in Juarez, Mexico based on newly established NAFTA legislation.

Additional career highlights include, in 1999, being appointed by the former National Aeronautics & Space Administration (NASA) administrator Daniel S. Goldin to serve as a business consultant to NASA, on the Minority Business Resource Advisory Committee (MBRAC) and named co-chair to the HBCU sub-committee.

Stokes also advocated legislative priorities and created yearly political forums on behalf of the Big "I" - The Independent Insurance Agents & Brokers of America (IIABA) and the National African-American Insurance Association (NAAIA) through Ways & Means and Financial Services Congressional committees. In 2004, Stokes was honored to be selected as National co-director by the International Center for Environmental Arts (ICEA) for the World Summit on Sustainable Development (WSSD). In that same year, Stokes became a founding member of the Las Vegas based Caucus of African American Nevadans (CAAN), a bi-partisan Political Action Committee (PAC).

Stokes' leadership has resulted in several awards and recognitions from around the country including the Cuyahoga Valley National Park Conservancy Diversity & Inclusion Visionary Award, Citizen of the Year by the Omega Psi Phi Las Vegas Chapter, named one of Las Vegas' Most Influential People by Las Vegas Life Magazine, named one of the fifteen Most Beautiful People in Las Vegas by Las Vegas Weekly Magazine, recipient of the NAACP Las Vegas Chapter Political Leadership Award, the recipient of the Dr. Charles E. Campbell Outstanding Alumnus Award by the Black Board of Directors Project in Phoenix, Arizona, and recipient of the Las Vegas Urban Chamber of Commerce New Leadership Award amongst others.

Sheila Wright

BIO

Sheila M. Wright is the Vice President of Community Engagement for The Good Community Foundation. She also serves as a Policy Advisor to Albert B. Ratner, Co-Chairman Emeritus of Forest City Realty Trust, Inc., to lead projects designed to advance and strengthen systems. She offers strategies to a wide array of decision makers which include elected officials, foundation leaders and corporate executives on a variety of critical topics e.g., cultivating viable workforce systems, aligning socially responsible investments, reorganizing existing assets, and fortifying emerging ecosystems to refine processes. Ms. Wright leverages her convening ability to ensure that the right people are discussing the right topics at the right time. Her work involves thoughtful research and synthesizing disjointed discussions to push relevant conversations forward. She occasionally serves as a “loaned executive” to local governments and non-profit organizations where she provides professional guidance and assistance in effective collaboration, change management, program implementation, strategic planning, organizational management, fundraising, board development, and crisis management.

In addition to her professional endeavors, Ms. Wright serves on various Boards throughout Northeast Ohio including the Center for Population Dynamics, Global Cleveland, and the Karamu House Theater. She also serves as a member of the Greater Cleveland Food Bank Advocacy Committee and the state-wide Healthier Buckeye Advisory Council.

Ms. Wright received her Bachelor and Juris Doctorate degrees from Cleveland State University and Cleveland Marshall College of Law. She also received her master’s degree in Business Administration from Case Western Reserve University’s Weatherhead School of Management.